

# FEDERAL PUBLIC DEFENDER

Southern District of Florida

[www.fpdsouthflorida.org](http://www.fpdsouthflorida.org)

**Hector A. Dopico**  
Interim Federal Public Defender

Location: Miami

**Helaine B. Batoff**  
Chief Assistant

## FEDERAL PUBLIC DEFENDER POSITION ANNOUNCEMENT PARALEGAL/LITIGATION SUPPORT MIAMI OFFICE

Miami:

Abigail Becker  
Christian Dunham  
R. D'Arsey Houlihan  
Bunmi Lomax  
Supervising Attorneys

Eboni Blenman  
Micki Bloom  
Anshu Budhrani  
Michael Caruso  
Eric Cohen  
Myles Crandall  
Tracy Dreispul  
MaeAnn Dunker  
Daniel L. Ecarus  
Sogol Ghomeshi  
Jean-Pierre Gilbert  
Alexandra Hoffman  
Andrew Jacobs  
Srilekha Jayanthi  
Ashley Kay  
Ian McDonald  
Kate Mollison  
Kirsten Nelson  
Leticia Olivera  
Bonnie Phillips-Williams  
Ta'Ronce Stowes  
Marisa Taney  
Kate Taylor  
Victor Van Dyke  
Jenny Wilson

Ft. Lauderdale:

Robert N. Berube  
Branch Supervisor  
Bernardo Lopez,  
Supervising Attorney

Andrew Adler  
Huda Ajlani-Macri  
Janice Bergmann  
Brenda G. Bryn  
Timothy M. Day  
Allari Dominguez  
Margaret Y. Foldes  
Sara Kane  
Jan C. Smith  
Wesley Wallace

West Palm Beach:

Peter Birch,  
Branch Supervisor

Robert E. Adler  
Lori Barrist  
Scott Berry  
Caroline McCrae  
Kristy Militello

Fort Pierce:

Kafahni Nkrumah  
Renee Sihvola

The Federal Public Defender for the Southern District of Florida is accepting applications for the full-time position of Paralegal/Litigation Support in our Miami office. The Federal Public Defender, a branch of the United States Courts, an Equal Opportunity Employer, operates under the authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services to indigent persons in federal criminal cases and related matters in the federal courts.

**Requirements:** The successful applicant must have an Associate's Degree – Bachelor's Degree preferred, with a minimum of three (3) years of specialized paralegal experience.

Computer proficiency, including a working knowledge of Windows, Adobe Acrobat, and legal research tools such as Lexis/Westlaw are required. Knowledge of e-discovery management, data review platforms, indexing software such as dTSearch, TrialDirector, or forensic review tools (e.g. Cellebrite, Axiom, etc.) are a plus and should be noted in the cover letter. Experience with criminal defense work, particularly federal, as well as additional certifications, technical skills, or other relevant experience should be highlighted.

All education, experience, training, and certifications will be verified. The individual must have a valid driver's license and be capable of moving equipment weighing up to 50 pounds. Applicants must be United States citizens. Travel to other branch offices will be required as needed.

**Duties:** The Paralegal/Litigation Support applicant provides a full range of paralegal services to staff attorneys. General duties include assisting in all aspects of case preparation. The paralegal performs legal research when appropriate, utilizing all available resources; assists with drafting and proofing of legal documents with attention to detail and conformity with pertinent laws, rules regulations, precedents, policies, and office requirements; receives,

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**Miami**  
150 West Flagler Street  
Suite 1500  
Miami, FL 33130-1555  
Tel: (305) 536-6900  
Fax: (305) 530-7120

**Ft. Lauderdale**  
One East Broward Boulevard  
Suite 1100  
Ft. Lauderdale, FL 33301-1842  
Tel: (954) 356-7436  
Fax: (954) 356-7556

**West Palm Beach**  
250 South Australian Avenue  
Suite 400  
West Palm Beach, FL 33401-5040  
Tel: (561) 833-6288  
Fax: (561) 247-7094

**Ft. Pierce**  
109 North 2nd Street  
Ft. Pierce, FL 34950  
Tel: (772) 489-2123  
Fax: (772) 489-3997

organizes, reviews, analyzes and maintains discovery, records, and case documents; implements review strategies for voluminous discovery and electronically stored information (ESI) using a range of formats and platforms; prepares and disseminates discovery and case documents for clients, experts, or other third parties. The paralegal also uses litigation support technology for organization, analysis, and preparation of case materials; interviews and maintains regular communication with clients and assists clients with ancillary matters; prepares demonstrative evidence and exhibits for pleadings, hearings, and trials; assists attorneys at hearings, trials, and sentencings using presentation software such as Trial Director and PowerPoint; and attends and assists with training relating to paralegal tasks and specific areas of expertise.

**The selected candidate will be subject to a background check as a condition of employment and could be subject to an additional government security clearance on some cases. If an offer of employment is extended, the applicant must complete a background security investigation including an FBI name search and IRS tax check. Fingerprints will be taken. Appointment will be subject to the applicant's successful completion of a security investigation and a favorable report.**

**Salary and Benefits:** This is a full-time position, and salary will be commensurate with experience and qualifications. This position offers federal employment benefits, including health and life insurance, retirement and participation in the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit). The position is "at-will" employment.

**How to Apply: No telephone calls please.** Qualified persons may apply by submitting a letter of interest outlining experience, resume, two work references and any certifications/licenses in **ONE PDF format** to:

[Raisa.Gonzalez@fd.org](mailto:Raisa.Gonzalez@fd.org)

You must reference "Paralegal" in the subject line. Only applicants selected for an interview will be contacted. Hiring for this position is subject to the availability of funds in the final appropriation. **Applications will be accepted until August 10, 2024.** All responses will remain confidential.

**The Federal Public Defender is an Equal-Opportunity Employer.  
All applicants, regardless of race, ethnicity, national origin,  
gender identity, sexual orientation, religion, disability,  
or age, are encouraged to apply.**