

FEDERAL PUBLIC DEFENDER

Southern District of Florida

www.fpdsouthflorida.org

Michael Caruso
Federal Public Defender

Location: Miami

Hector A. Dopico
Chief Assistant

FEDERAL PUBLIC DEFENDER POSITION ANNOUNCEMENT PARALEGAL MIAMI OFFICE

Miami:

Helaine B. Batoff
Abigail Becker
Aimee Ferrer
R. D'Arsey Houlihan
Supervising Attorneys

Stewart G. Abrams
Elizabeth Blair
Anshu Budhrani
Eric Cohen
Tracy Dreispul
Christian Dunham
Daniel L. Ecarius
Sogol Ghomeshi
Jean-Pierre Gilbert
Julie Holt
Andrew Jacobs
Srilekha Jayanthi
Sara Kane
Ashley Kay
Lauren Krasnoff
Bunmi Lomax
Ian McDonald
Christopher Meadows
Kate Mollison
Kirsten Nelson
Bonnie Phillips-Williams
Kate Taylor
Jenny Wilson

Ft. Lauderdale:

Robert N. Berube
Bernardo Lopez,
Supervising Attorneys

Andrew Adler
Huda Ajlani-Macri
Janice Bergmann
Brenda G. Bryn
Timothy M. Day
Robin J. Farnsworth
Margaret Y. Foldes
Juan Michelen
Jan C. Smith

West Palm Beach:

Peter Birch,
Supervising Attorney

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

Fort Pierce:

Panayotta Augustin-Birch
Aisha Nash

The Federal Public Defender for the Southern District of Florida is accepting applications for the full-time position of Paralegal 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 be a high school graduate, should have a four year college degree and/or paralegal certificate: three years' general experience and/or minimum of three years' specialized experience. This position requires an individual who can work, and follow through on projects, independently; has strong interpersonal skills; is able to manage multiple tasks simultaneously; and pays attention to detail. The ideal candidate will have experience in complex litigation; exceptional organizational skills; excellent research and writing abilities; a working knowledge of typical office computer applications; a commitment to capital defense; and is a team player.

Duties: The paralegal provides a full range of paralegal services to staff attorneys. General duties include legal research and writing, all aspects of case preparation and file management, drafting pleadings and correspondence, interviewing clients and witnesses, developing and maintaining research banks and provide litigation support. The qualified candidate shall possess knowledge of computer assisted legal research, be proficient in word processing software, possess excellent legal research and writing skills, understanding of legal terminology and have excellent organizational skills. Must be able to perform legal research and draft legal pleadings, motions, ensure completeness of documents and conformity with pertinent laws, rules, regulations, precedents, policies and office requirements. Assists in all aspects of case preparation. Prepares and reviews cases in accordance with applicable laws, rules, regulations, and

Miami

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Ft. Pierce

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precedents. Assists attorneys at hearings and trial; evaluating testimony, coordinating witnesses and documents. Interviews expert and fact witnesses and coordinates testimony; collects, organizes and evaluates evidence and exhibits. Analyzes legal decisions, opinions, rulings, memoranda and related legal materials and prepares digest and indexes of same. Supports attorney and legal personnel in the use of technological tools for the collection, review, analysis, production, and presentation of case materials. Must be able to apply knowledge of court rules, local practices, and the Federal Criminal and Civil Rules of Procedure in analyzing litigation support requirements. Work with the litigation team to develop and recommend appropriate strategies to meet the litigation needs of each individual case and determine specific requirements for discovery and third party evidence collection, review, analysis production, and presentation of case materials. Work closely with the litigation team to understand substantive issues of the case. Apply knowledge of the various aspects of litigation support dealing with paper and e-paper, including but not limited to, scanning, OCRing, logical unitization, objective coding, document review, load files and production. Apply knowledge of the various aspects of litigation support dealing with courtroom presentations including, but not limited to the use of courtroom presentation software, timeline and diagramming applications, and ability to set up and operate audio/video equipment. While performing the duties of this job, the individual is regularly required to sit and talk or hear. The individual frequently is required to use hands to touch, handle, or feel. The individual is frequently required to stand, walk and reach with hands and arms. The individual must occasionally lift and/or move up to 25 pounds. Frequent travel to court locations and detention facilities may be required.

The selected candidate will be subject to a background check a condition of employment and could be subject to an additional government security clearance on some cases.

Salary and Benefits: This is a full-time position, and federal salary and benefits apply. The salary for this position will be based on experience and qualifications and the Judiciary Salary Plan. This position is subject to mandatory electronic transfer (direct deposit) participation of net pay.

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

Raisa Gonzalez
Human Resources Specialist
Federal Public Defender's Office
150 West Flagler Street, Suite 1500
Miami, Florida 33130
Or via e-mail to:
Raisa_Gonzalez@fd.org

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 the position is filled. 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.**