



**Office of the Federal Defender  
Eastern District of Oklahoma**

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**Vacancy Announcement # 202305  
Position Title: Chief Paralegal**

**Posting Date: 02/15/2023  
Full-Time  
Duty Station: Muskogee, OK**

**Closing Date: Open Until Filled**

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The Federal Public Defender for the Eastern District of Oklahoma is accepting applications for the position of Chief Paralegal. The federal defender organization operates under the authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services in federal criminal cases and related matters in federal courts. The Chief Paralegal provides advanced paralegal services to staff attorneys and serves as trainer and supervisor to the defender organization's paralegal staff.

The Chief Paralegal performs or supervises the performance of tasks such as the following:

1. Performs all of the functions of a Paralegal. Manages and oversees day-to-day operations of the paralegal program for a defender organization.
2. Initiates the formulation and implementation of local policies, standards and procedures as they relate to the paralegal staff and supervises the application of same. Evaluates the overall effectiveness of the paralegal program and its components.
3. Analyzes the potential impact of new legislation, policies and regulations on the paralegal program. Develops and recommends short- and long-range plans for the paralegal program.
4. Implements systems, work methods and procedures to ensure maximum efficiency and economy in the operation and utilization of resources. This includes organization, staffing, distribution of work assignments and similar functions of management. Recommends and/or implements changes in the structure of the paralegal program including such areas as case management, document control, litigation support, library maintenance, conflicts checking and docket and calendar control.
5. Litigation Support (LS) duties such as supporting attorney and legal personnel (litigation team) in the use of technological litigation support tools for the collection, review, analysis, production, and presentation of case materials.

**SALARY AND BENEFITS**

This is a full-time position. Federal salary and benefits apply. Salary is commensurate with experience and education. This position is subject to mandatory electronic transfer (direct deposit) of net pay. The selected candidate will be subject to a background check as a condition of employment.

**HOW TO APPLY**

Interested applicants should submit a cover letter and resume highlighting relevant skills and experience, along with a list of three professional and three personal references to:

Scott A. Graham, Interim Federal Public Defender at [OKE\\_resumes@fd.org](mailto:OKE_resumes@fd.org)  
**APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED.**

***The Federal Public Defender is an Equal Opportunity Employer***