

**FEDERAL PUBLIC DEFENDER
DISTRICT OF SOUTH CAROLINA
COLUMBIA, SC**

**POSITION ANNOUNCEMENT NO. 24-05
PARALEGAL**

The Office of the Federal Public Defender for the District of South Carolina is accepting applications for a full-time position of Paralegal in our Columbia office. The Federal Public Defender, an Equal Opportunity Employer, 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 the federal courts.

Requirements:

- A Bachelor's Degree, Associate's degree, or a Paralegal Certificate from an accredited school.
- Minimum of two (2) years of specialized paralegal experience and three (3) years of general experience.
- A working knowledge of legal terminology and court procedures.
- Multitasking and time-management skills, with the ability to prioritize tasks.
- Computer proficiency, including a working knowledge of Adobe Acrobat, Microsoft Office Suite.
- Excellent verbal and written communication skills. The ability to work within a team and maintain a friendly, open demeanor during periods of increased demand.
- Experience with document management or litigation support databases, such as Summation, Trial Director, DTSearch, Eclipse, Searchlight, PowerPoint, CaseMap, or other.

Applicants must have reliable transportation, a valid driver's license, and proof of insurance.

Appointment is subject to a satisfactory background investigation.

Duties: Paralegals provide a full range of paralegal services and litigation support to staff attorneys. General duties and responsibilities include, but are not limited to:

- All aspects of case preparation and file management;
- Providing case support and analysis at varying stages of litigation;
- Legal drafting, including preparation of trial pleadings and sentencing mitigation materials, drafted effectively and with attention to detail;
- Reviewing and analyzing discovery and case documents;
- Gathering and maintaining records;
- Organizing and maintaining voluminous discovery and electronically stored information (ESI) using a range of formats and platforms;
- Use of litigation support technology in the organization, analysis, and preparation of cases;
- Assisting with hiring and working with experts, and maintaining a database of experts;
- Interviewing and maintaining regular communication with clients and assisting clients with ancillary matters;
- Preparing demonstrative evidence and exhibits for pleadings and court proceedings;
- Assisting attorneys at hearings, trials and sentencings using Power Point and/or trial presentation software;
- Assisting trial team training utilizing litigation support tools; and
- Answering phones, preparing correspondence, calendaring

Selection criteria: In addition to being able to perform the above, the successful candidate must demonstrate or have a reputation for personal and professional integrity and must be committed to helping indigent accused persons. Candidates must possess the ability to communicate effectively with clients, witnesses, colleagues, and work well with staff and court personnel.

Salary: 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 (JSP Grades 11 – 14). This position is subject to mandatory electronic transfer (direct deposit) for payment of the net pay. This position is in the excepted service and does not carry the tenure rights of the competitive Civil Service.

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:

Jonathan P. Freeman
Administrative Officer
1901 Assembly Street, Suite 200
Columbia, SC 29201

Submission by electronic PDF format may be sent by email to: jonathan_freeman@fd.org. All emailed documents must be in PDF format. Other electronic forms will not be considered.

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. MORE THAN ONE POSITION MAY BE FILLED. Open until filled.

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.