



**FEDERAL  
PUBLIC  
DEFENDER  
DISTRICT  
OF HAWAII**

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## **VACANCY ANNOUNCEMENT PARALEGAL**

The Federal Public Defender for the District of Hawaii seeks a full-time Paralegal to join its office in Honolulu, Hawaii. The office operates under the authority of the Criminal Justice Act (18 USC § 3006A) to represent individuals who are unable to afford counsel and are prosecuted in federal courts. Our office is committed to serving the distinct needs of our clients with a diverse group of dedicated professionals. We welcome and value individuals of any race, color, religion, ethnicity, national origin, sexual orientation, gender, gender identity or expression, disability, age, veteran status, and other status protected by law to apply.

**Job Description:** The Paralegal is responsible for all aspects of case preparation and file management; draft pleadings and correspondence; organize discovery; collect and organize records; legal research; and any other duties required to assist the attorneys.

**Requirements and Qualifications:** Applicants must have a bachelor's degree or paralegal certificate. The ideal candidate will have the following attributes: Knowledge of the criminal justice system, particularly federal practice, and client confidentiality issues is helpful. Advanced computer skills beyond the ordinary Microsoft Office Suite skillset is necessary; for example, strong working experience with programs such as dtSearch, CaseMap, and other digitalized document managements software. The ideal candidate will have a demonstrated commitment to social justice. The candidate must be extremely organized and detail-oriented; possess the ability to work both independently and in a team environment; communicate effectively, both verbally and in writing; be able to prioritize and meet deadlines effectively; and be able to obtain and analyze relevant records.

The applicant must pass a background check. The applicant must be a U.S. citizen or otherwise authorized to work in the federal government. Travel may occasionally be required. The candidate must be able to work flexible hours as necessary, particularly when there are filing deadlines and court hearings.

**Salary and Benefits:** The starting salary for this position will be fixed to be commensurate with the experience and qualifications of the applicant. This position is full-time with federal salary and benefits. Employees of the Federal Public Defender are members of the judicial

branch of government. They are considered at-will employees and are not covered by the Civil Service Reform Act. Salary payable only by Electronic Funds Transfer.

**How to Apply:** All qualified candidates are strongly encouraged to apply by April 30, 2024 (first preferential review, open until filled). To apply, send a *single* .pdf document via email to [lynelle\\_oshita@fd.org](mailto:lynelle_oshita@fd.org) with the subject line, "Paralegal Application." The single .pdf document should be named, "Your last name, first name," (e.g., Smith, Mary) that contains the following:

- A plain face sheet containing only your last name, first name and current employer or employment status. This should be centered on the page and in size 40 font;
- A brief cover letter;
- Your resume; and
- Three references (references will not be contacted until applicant is advised)

*Accurate compliance with these application instructions is a factor expressly considered in the evaluation of the applicant.* Due to the volume of responses expected, only those invited to interview will be contacted. No inquiries, telephone or otherwise, please. Open until filled. Subject to availability of funding.

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