

FEDERAL PUBLIC DEFENDER

DISTRICT OF NEW JERSEY

K. ANTHONY THOMAS, FEDERAL PUBLIC DEFENDER



1002 BROAD STREET • NEWARK, NEW JERSEY 07102 • (973) 645-6347

POSITION ANNOUNCEMENT #2024-02

PARALEGAL – TRENTON, NEW JERSEY

Posted: May 22, 2024

Closes: Open until filled

The Office of the Federal Public Defender for the District of New Jersey (FPD) is accepting applications for a paralegal position in our Trenton office. Pursuant to the Criminal Justice Act, 18 U.S.C. § 3006A, the office provides legal representation to indigent defendants in federal criminal cases and related matters.

General Duties:

- Assists in all aspects of case preparation. Provides case support and analysis at varying stages of litigation;
- Performs legal research when appropriate utilizing all available resources;
- Assists with drafting, and proofing of legal documents effectively and with attention to detail and conformity to pertinent laws, rules regulations, precedents, policies, and office requirements;
- Receives, 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;
- 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;
- Attends and assists with training relating to paralegal tasks and specific areas of expertise.

Qualifications:

This position requires excellent communication skills and the ability to work in a team environment with frequent interruptions. Demonstrated exceptional organizational and

technological skills are required. Minimum qualifications for this position require 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 Microsoft Office Suite, 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, Axion, XRY, etc.) are a plus and should be noted in your cover letter. Experience with criminal defense work, particularly federal, as well as additional certifications, technical skills, or other relevant experience you have 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.

Salary and Benefits:

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. This position is in the excepted service and does not carry the tenure rights of the competitive civil service.

How to Apply:

Email a cover letter, resume, and three professional references in one PDF document to:

njfpdresume@fd.org

You must reference "Paralegal" in the subject line. No phone calls, please. Only submissions following the required format will be considered. Only those selected for an interview will be contacted.

The position will remain open until filled. This job announcement is subject to the FPD's staffing requirements and the availability of funding and may be used to fill more than one position. 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 and photographs will be taken. Appointment will be subject to the applicant's successful completion of a security investigation and a favorable report.

The Office of the Federal Public Defender follows an Employee Dispute Resolution Plan approved by the United States Court of Appeals for the Third Circuit. We are an Equal Opportunity Employer committed to quality representation, diversity, and inclusion. All qualified applicants are encouraged to apply.