

**Federal Public Defender  
District of the U.S. Virgin Islands**

**POSITION ANNOUNCEMENT # 2020-01**

**PARALEGAL**

**(Part-Time Temporary)**

**DUTY STATION: St. Thomas, VI**

**TYPE: Temporary NTE 2 years**

**Application Deadline: Open Until Filled**

The Office of the Federal Public Defender for the District of the Virgin Islands is accepting applications for a part-time temporary paralegal. The federal defender organization operates under authority of the Criminal Justice Act (CJA), 18 U.S.C. §3006A, to provide defense services to indigent persons in federal criminal cases upon appointment by the United States District Court.

**Job Description:** The Paralegal provides support services to staff attorneys. General duties may include legal research and writing, all aspects of case preparation and file management, drafting pleadings and correspondence, interviewing clients and witnesses, assisting attorneys at hearings and trials, and maintaining research banks.

**Requirements:** To qualify candidate must be a high school graduate or the equivalent and have at least three (3) years of general experience and three (3) years of specialized experience as outlined in the Paralegal Job Description. Some higher education may be substituted for experience. Enthusiastic and detail-oriented person with high proficiency in Microsoft Office (Word, Excel, Power Point and Outlook). Experience in federal criminal law is preferred. Applicants must be able to perform legal research using computer research programs and internet-based resources. Must be able to handle multiple tasks. Candidates must be able to travel to all islands in the Territory as well as to Puerto Rico. Some travel to the mainland may also be required. Bilingual applicants in English and Spanish are encouraged.

**Salary and Benefits:** This position is part-time, with prorated federal salary and benefits. The term of employment will be two years from the entry on duty date. Salary depends on qualifications and experience. Employees of the Federal Defender are members of the judicial branch of government. They are considered at will and are not covered by the Civil Service Reform Act. This position is subject to mandatory Electronic Funds Transfer (direct deposit) participation for payment of net pay. Selected candidate will be subject to a background check as a condition of employment.

**How to Apply:** Qualified persons are invited to apply by electronically submitting a cover letter and resume, including three professional references, to Socorro I. Melendez, Administrative Officer, at [Socorro\\_Melendez@fd.org](mailto:Socorro_Melendez@fd.org). This position is subject to the availability of funds.

**NO TELEPHONE CALLS PLEASE**

*The Federal Public Defender for the District of the Virgin Islands is an Equal Opportunity Employer*