

**Position Announcement 21-03**  
**PARALEGAL**  
Office of the Federal Public Defender  
Western District of Texas (Waco)

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**THE FEDERAL PUBLIC DEFENDER**, Western District of Texas, is accepting applications for the position of paralegal to be stationed in the Waco office. The Federal Public Defender operates under authority of the Criminal Justice Act, 18 U.S.C. 3006A, to provide defense services in federal criminal cases and related matters by appointment from the court to individuals unable to afford counsel.

**Requirements.** To be considered for a paralegal position, candidates must have a bachelor's degree from an accredited college or university or have a paralegal certificate from an accredited paralegal program. *Candidates must also possess:*

- a strong legal, administrative, or paralegal background;
- excellent organization, communication, and administrative skills;
- computer proficiency with word processing, email, legal research, and database maintenance, using Word and other Windows-based applications;
- excellent command of English grammar and spelling;
- the ability to work collegially; and
- integrity, character, and good judgment.

**Duties.** The paralegal performs legal and administrative duties using legal terminology, procedures, and documents that include cite checking, drafting motions and orders in criminal cases, and maintaining electronic case files and databases. Paralegals assist the assistant federal public defenders in the daily activities of the office, performing duties that include assisting with case file management; gathering, organizing, summarizing and indexing of electronic and paper documents and other discovery materials. Paralegals also assist attorneys at hearings and trials; with client contact; with witness interviews; with litigation support services using advanced software programs; and other duties as assigned. The full position qualifications statement with position description is available upon request.

**Selection Criteria.** The successful candidate will have a working knowledge of law office operations, legal practices, methods and techniques, and an understanding of criminal law, procedure and evidence. Prior federal court litigation experience is preferred. Employment is subject to a satisfactory background investigation, including an FBI name and fingerprint check.

**Salary and Benefits.** The starting salary of a paralegal will be commensurate with the experience and qualifications of the applicant, within a range from JSP-11, Step 1, to JSP-14, Step 1, and currently yielding \$64,009 to \$107,807 per annum. The position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. This position offers federal government employment benefits, including participation in health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

**How to Apply.** Qualified applicants may apply by forwarding a letter of interest (mentioning announcement 21-03), résumé, and writing sample, along with 3 references to: Maureen Scott Franco, Federal Public Defender, Western District of Texas, 727 E. Cesar E. Chavez Blvd., Suite B-207, San Antonio, Texas 78206-1278, or you may submit your cover letter, resume, and writing sample in a single PDF document by email to [TXW\\_Employment@fd.org](mailto:TXW_Employment@fd.org). The document should be named as follows: "Announcement number, position title, last name, first name" (e.g. 21-03 Paralegal, Smith, John). For applicants with disabilities, this organization provides reasonable accommodations, which are decided on a case-by-case basis. To request a reasonable accommodation for any part of the application or interview process, contact Victoria B. Longoria, Personnel Administrator, at (210) 981-2081. More than one position may be filled from this announcement. Position originally announced October 5, 2020, modified and re-announced October 15, 2020, subject to the availability of funds; open until filled.

*Federal Public Defender is an equal-opportunity employer.*