

FEDERAL PUBLIC DEFENDER
WESTERN DISTRICT OF MISSOURI
1000 WALNUT, SUITE 600
KANSAS CITY, MISSOURI 64106

LAINÉ CARDARELLA
FEDERAL PUBLIC DEFENDER

(816) 471-8282
(FAX): (816) 471-8008
Website: mow.fd.org

POSITION ANNOUNCEMENT
PARALEGAL

The Federal Public Defender for the Western District of Missouri is accepting applications for the position of a full-time paralegal to be stationed in Jefferson City. The Federal Public Defender operates under authority of Title 18, United States Code, Sections 3006A(g)(2)(A), to provide legal services by court appointment to individuals unable to afford counsel.

Requirements: To qualify, an applicant must meet at least ONE of the following conditions, as defined below: Specialized Experience, Education, or a combination of education and experience. *Specialized experience* means at least three years of experience performing a variety of analytical paralegal or legal work which demonstrates a practical knowledge of litigation and judicial process. Examples of specialized experience may include analyzing and evaluating legal decisions and case files to identify relevant issues and potential evidence, working closely with trial attorneys to prepare for court proceedings and other matters related to client representation, and communicating with clients. **Law office experience in a criminal defense firm is preferred. Personal-computer, advanced word processing skills, familiarity with Word, Adobe Acrobat, and Microsoft Excel required.** Computer literacy and experience with CaseMap, Westlaw, Nexis, PowerPoint, Trial Director, and Summation preferred. *Education:* High school diploma or equivalent is required; Bachelor's Degree or a Certificate in Paralegal Studies is preferred. Some specialized experience may be substituted for higher education.

Duties: The Paralegal provides support services to attorneys and investigators. Duties of the Paralegal include, but are not limited to, all aspects of case preparation and file management: gathering, organizing, summarizing, and indexing of electronic and paper documents and discovery material; assisting with client contact; assisting attorneys at hearings and trials; and litigation support services using advanced software programs. This position requires excellent skills in prioritization and organization, the ability to work independently and cooperatively, and excellent communication skills. Applicants must be flexible and willing to assist attorneys in work crisis situations, and work with attorneys in all aspects of case presentation and correspondence. Typical work assignments will include: review and organize complex factual material and other documentary data for investigations and trials; provide advice on the most efficient method for preparing legal documents, including exhibits; use tables and citation checking with efficiency and accuracy; prepare and file a variety of substantive legal documents; provide litigation case management and organize cases for court presentation. Responsibilities will increase and assignments will become more complex as training and experience progress.

Salary and Benefits: The salary range is \$64,649 (11/1) to \$141,548 (14/10). The starting salary for the paralegal position will be fixed commensurate with the experience and qualifications of the applicant. The position does include regular Government employee benefits including health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit). All positions are at will and are subject to the availability of funds.

Background Checks: The selected candidate will be subject to a background check or investigation as a condition of employment. Employment will be considered provisional until a satisfactory background check and favorable suitability determination is confirmed.

How to Apply: Qualified persons may apply by sending via email a letter of interest and resume in pdf format to: fpdmow@gmail.com

The Federal Public Defender for the Western District of Missouri is an Equal Opportunity Employer.

Open until filled.