

# **THE FEDERAL PUBLIC DEFENDER**

## **DISTRICT OF ALASKA**

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FEDERAL PUBLIC DEFENDER

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### **2021-03 Paralegal**

#### **Paralegal**

The Federal Public Defender for the District of Alaska is accepting applications for the full-time, permanent position of Paralegal. The official duty station will be Anchorage, Alaska. The Federal Public Defender, a branch of the U.S. Courts, operates under the authority of the Criminal Justice Act, 18 U.S.C. §3006A to provide defense services to indigent persons in federal criminal cases and related matters in the federal courts.

#### **Qualifications/Requirements**

To qualify for the Paralegal position an applicant must be a high school graduate, or equivalent, and have at least three years of experience as a paralegal performing progressively responsible paralegal duties. Personal computer and advanced word processing skills are required. Applicants must also have strong organizational, analytical, and research skills, and can work both independently and as part of a team; some experience in complex civil or criminal litigation and be able to write clearly and communicate interrelated concepts and ideas effectively. Attention to detail, meticulous time and record-keeping, and excellent communication and interpersonal skills are essential. Candidates should have a working knowledge of legal terminology and court procedures. This position requires the working knowledge of Adobe Acrobat and Microsoft Word. Experience with other software such as Microsoft Excel, PowerPoint, Access, OneNote, OneDrive, online research databases such as Lexis and Westlaw, and document management or litigation support databases such as Trial Director or CaseMap is preferred. The successful candidate will also have a demonstrated work history of dependability and responsibility and the ability to be a team player. Employment is subject to a satisfactory background investigation.

#### **Duties**

The Paralegal will assist in all aspects of case preparation including managing and maintaining paper and digital case files; conduct legal research and prepare memorandums of law for attorneys; formatting and proofreading pleadings, motions, briefs, correspondence and memoranda; communicating professionally with clients, families, the court, and other institutions to arrange phone calls; organizing and indexing discovery, evidence, and exhibits in preparation for trial; participating in case management functions and control systems such as conflicts checking; locating and retrieving documents, information, and records from Pacer and other sources; and assist the Attorneys and Investigators as needed.

#### **Salary and Benefits**

The starting salary for the Paralegal will be set commensurate with the experience and qualifications of the applicant. This position is excepted service and does not carry the tenure rights of the competitive Civil Service. This position does offer federal employment benefits including health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

#### **How to Apply**

Applications are due by May 31, 2021, though, the position will remain open until filled. Qualified persons may apply by sending a single .pdf application packet. This packet should include: (1) a letter of interest, (2) resume, (3) and three professional references. More than one position may be filled from this announcement.

Please submit your application packet via EMAIL to:

Loisi Vailea, Administrative Officer  
EMAIL: [Loisi\\_Vailea@fd.org](mailto:Loisi_Vailea@fd.org)

**No telephone inquiries please.**

*The Federal Public Defender is an equal-opportunity employer.  
Women, minorities, and individuals with disabilities are encouraged to apply.*