

POSITION ANNOUNCEMENT

Investigator/Paralegal Office of the Federal Public Defender District of New Jersey

The Federal Public Defender for the District of New Jersey is accepting applications for the position of Investigator/Paralegal in the Trenton and Newark offices – one position in each office. The Federal Public Defender operates under the authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services for indigent persons in federal criminal cases and related matters in the federal courts.

Requirements. Bachelor's degree is required. Applicants shall possess either (1) a minimum of FIVE years general investigator/paralegal experience, including significant litigation and administrative support, or (2) a law or other advanced degree. Successful candidates must have excellent technological and organizational skills. It is anticipated that the primary focus of the position will be meeting the investigation needs of the office, with paralegal duties secondary. Employment is subject to a background investigation and an FBI fingerprint check.

Duties. The Investigator/Paralegal conducts interviews, writes reports, assists in all aspects of case preparation, compiles and maintains digest and indexes of substantive information, obtains, organizes and digests records and discovery, and assists attorneys with client contact, including jail visits. Flexible work hours to accommodate witness availability and significant out-of-office field work are required. The Investigator/Paralegal also assists with all aspects of office administration and management. NOTE: The Newark based position will emphasize non-capital mitigation tasks. The full position qualifications statement and position description are available in this office.

How to Apply. Qualified persons may apply by emailing a letter of interest and resume in a single pdf document to NJFPDRResume@fd.org. To be considered, the application materials must be received in this format no later than 5:00 p.m. on July 9, 2021. Applicants should specify which office, if any, they prefer. The subject line of your email should be "Investigator/Paralegal". Only candidates selected for an interview will receive a response.

*The Federal Public Defender is an equal-opportunity employer.
Positions are subject to funding availability.*