

FEDERAL PUBLIC DEFENDER

DISTRICT OF NEW JERSEY

K. ANTHONY THOMAS, INTERIM FEDERAL PUBLIC DEFENDER



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PARALEGAL – NEWARK, NEW JERSEY

The Office of the Federal Public Defender for the District of New Jersey (FPD) is accepting applications for a paralegal position in our Newark office. Pursuant to the Criminal Justice Act, 18 U.S.C. § 3006A, the office provides legal representation to indigent defendants in federal criminal cases and related matters.

General Duties:

- Providing case support and analysis at varying stages of litigation;
- Perform legal research when appropriate utilizing all available resources including computer-assisted legal research tools;
- Assist with drafting, and proofing of legal documents effectively and with attention to detail;
- Assist with electronic filing of legal documents and tracking/calendaring of various case-related deadlines;
- Receiving, organizing, reviewing, and analyzing discovery and case documents;
- Creating and implementing review strategies for voluminous discovery and electronically stored information (ESI) using a range of formats and platforms;
- Preparing and disseminating discovery and case documents for clients, experts, or other third parties;
- Use of litigation support technology in the organization, analysis, and preparation of case materials;
- Interviewing and maintaining regular communication with clients and assisting clients with ancillary matters;
- Gathering and maintaining records;
- Preparing demonstrative evidence and exhibits for pleadings, hearings, and trials;
- Assisting attorneys at hearings, trials and sentencings using presentation software such as Trial Director and PowerPoint;
- Attending and assisting with training relating to paralegal tasks and specific areas of expertise.

Qualifications:

This position requires excellent communication skills and the ability to work in a team environment with frequent interruptions. Demonstrated exceptional organizational and technological skills are required. Minimum qualifications for this position require an

Associate's Degree – Bachelor's Degree preferred, with a minimum of three (3) years of specialized paralegal experience.

Computer proficiency, including a working knowledge of knowledge of Microsoft Office Suite, Adobe Acrobat, and legal research tools such as Lexis/Westlaw are required.

Knowledge of data review platforms (Relativity/Eclipse), indexing software such as dTSearch, TrialDirector, and forensic review tools (e.g. Cellebrite, Axiom, XRY, etc.) are a plus and should be noted in your cover letter. Experience with criminal defense work, particularly federal, as well as additional certifications, technical skills, or other relevant experience you have should be highlighted.

Fluency in languages(s) other than English is highly desired.

All education, experience, training, and certifications will be verified. The individual must have a valid driver's license and be capable of moving equipment weighing up to 50 pounds. Applicants must be United States citizens. Travel to other branch offices will be required as needed.

Salary and Benefits:

Salary will be commensurate with experience and qualifications. This position offers federal employment benefits, including health and life insurance, retirement, and participation in the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit). The position is "at-will" employment. This position is in the excepted service and does not carry the tenure rights of the competitive civil service.

How to Apply:

Email a cover letter, resume, and three professional references to:

njfpdresume@fd.org

by October 3rd, 2022. You must reference "Paralegal" in the subject line. Only those selected for an interview will be contacted.

The Office of the Federal Public Defender is an equal opportunity employer.