

**FEDERAL PUBLIC DEFENDER ORGANIZATION
WESTERN DISTRICT OF OKLAHOMA**

**CAREER OPPORTUNITY - PARALEGAL - TRIAL DIVISION
OKLAHOMA CITY, OKLAHOMA**

The Trial Division of the Federal Public Defender provides criminal defense services to people charged with federal crimes. We represent our clients from first appearance through petitioning the United States Supreme Court for certiorari. We are seeking a paralegal with significant experience in litigation to assist us in our work. ***Applicants who are fluent in written and spoken Spanish will be given significant preference. Prior experience in a criminal defense practice is also preferred.***

This is a full time position with federal benefits. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Occasional after hours may be required. Starting salary will be based on experience. This is an excepted position. We are at-will employees. We are not part of the Civil Service.

Duties include: case management using statistical database processing; drafting pleadings; proofreading, cite checking and finalizing documents for electronic filing; and docketing. Litigation support includes: discovery and evidence compilation; exhibit preparation; and court presentation including management of electronic exhibits. Proficiency in Microsoft Suite, Adobe Pro, computer-based legal research, and document management systems is required.

Additional duties include answering the telephone, processing incoming and outgoing mail, maintaining paper case files, and interacting with the public, clients, and Court personnel. Ability to work with minimal supervision in a collaborative environment and to maintain client confidentiality are essential.

A college degree and/or paralegal certificate is preferred. Excellent research and writing skills are required.

Please send a resume with a cover letter, writing sample, and references to: Susan Otto, Federal Public Defender, 215 Dean A. McGee Avenue, Suite 109, Oklahoma City, Oklahoma 73102; or by e-mail with the reference "Paralegal Position" to zack_pan@fd.org. No telephone calls, please. **Deadline:** May 1, 2021.

**We follow the Employee Dispute Resolution Plan of the Tenth Circuit Court of Appeals.
We are an Equal Opportunity Employer Seeking a Diverse and Inclusive Staff.**