



## Position Announcement

### Paralegal

Fort Worth, Texas  
Federal Public Defender  
Northern District of Texas

*The Federal Public Defender* is accepting applications for a paralegal to be stationed in the Fort Worth, Texas Office. The federal defender operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services in federal criminal cases and related matters by appointment from the court. Staff offices are in Dallas, Fort Worth, Lubbock, and Amarillo.

**Requirements:** To qualify for entry-level paralegal, a person must be a high school graduate or equivalent and have at least three years' general experience and three years' specialized experience. Higher education from an accredited college or university, may be substituted for some of the general experience. Appointment is subject to a satisfactory background investigation to include fingerprints. Travel to court locations and detention facilities may be required. Spanish language proficiency strongly preferred.

**Duties & Skills:** The qualified candidate shall possess knowledge of computer assisted legal research, be proficient in word-processing software, possess excellent legal writing skills, and have excellent organizational skills. Applicants must be flexible and willing to assist attorneys in crisis situations and also work with the attorneys in all aspects of case presentations and correspondence. General duties as listed in the Defender Organization Classification System include: legal research and writing, all aspects of case preparation and file management, drafting pleadings and correspondence, interviewing clients and witnesses, developing and maintaining research banks and assisting with panel training. Bi-lingual translation of documents and correspondence is also highly desirable.

**Salary and Benefits:** For a paralegal starting salary will be commensurate with experience and qualifications within a range from JSP Grade 11, Step 1 to JSP Grade 12, Step 1; currently yielding \$60,681 to \$72,733 per annum. This position is excepted service and does not carry the tenure rights of the competitive civil service. The position includes federal government benefits, to include health, life insurance, retirement, flex spending plan, commuter reimbursement, long term care, long term disability, and thrift savings plan. Salary is payable only by Electronic Funds Transfer (direct deposit). Offer of employment is subject to the availability of funds.

**Application Process:** Qualified persons may apply by forwarding cover letter, college transcript(s), resume, and references to: Richard Anderson, Federal Public Defender, Northern District of Texas, 525 Griffin St., Suite 629, Dallas, TX 75202. Announced March 7, 2012. Deadline for submission is March 28, 2012. No phone calls, please. Proof of U.S. citizenship or other employment eligibility required. Applications received under this announcement may be considered for vacancies occurring within 90 days after position is filled. Refer to <http://txn.fd.org> for further position description.

***The Federal Public Defender is an equal opportunity employer***

