

**FEDERAL PUBLIC DEFENDER**  
**MIDDLE and WESTERN DISTRICTS OF LOUISIANA**  
**LAFAYETTE HEADQUARTERS**  
102 Versailles Boulevard, Suite 816  
Lafayette, Louisiana 70501

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**POSITION ANNOUNCEMENT 05-2022**  
**PARALEGAL**

The Office of the Federal Public Defender for the Middle and Western Districts of Louisiana is accepting applications for the position of a full-time, entry level Paralegal to be stationed in the LAFAYETTE office. The Office of the Federal Public Defender, which has staffed offices in Baton Rouge, Lafayette and Shreveport, operates under the authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide court-appointed defense services in federal criminal cases to individuals unable to afford counsel.

**Requirements.** A Paralegal is a professional support position that provides legal research, writing, litigation, secretarial and clerical support to criminal defense attorneys. Applicants must be either a U.S. citizen or an alien authorized to work in the United States, and must possess a high school diploma or equivalent. Appointment is subject to a satisfactory FBI fingerprint check and contingent upon the availability of funding.

**Duties.** Under the direction of assistant federal public defenders the Paralegal performs general case preparation; interprets applicable laws, rules, regulations, precedents, policies to review cases and identify legal issues; evaluates testimony, interviews fact witnesses, and coordinates testimony; assists attorneys in trial; indexes and organizes legal research, motions, briefs, and instructions; provides calendaring and docket control support to the attorneys; indexes, prints, and summarizes discovery; assists in preparation and filing of pleadings, motions and briefs; drafts, edits and proofs client correspondence and memoranda; verifies citations; manages paper, electronic documents, discovery, and exhibits using litigation support software and tools; and other clerical or administrative duties, as assigned. The position requires occasional travel.

**Selection Criteria.** The successful applicant will have: a demonstrated commitment to the representation of indigent accused persons; exceptional organizational skills, knowledge of and familiarity with federal criminal law, procedure, and evidence; knowledge of the methods and skills required to conduct legal research, writing, and analysis of cases and legal opinions; experience with word processing, research software, and litigation support software in a legal setting (Word, Westlaw/Lexis Nexis, Adobe Acrobat, Case Map, Trial Director); good judgment, discretion, maturity, and professional presentation; the ability to communicate effectively with indigent clients, witnesses, colleagues, office staff and court personnel; a history of completing assignments on time; and a demonstrated ability to work both independently and collaboratively.

**Salary and Benefits.** The position is a full-time position with federal benefits and salary commensurate with experience and qualifications. The position ranges in grade from FD-5 to FD-9, with a starting salary range of \$36,118 (FD-5, Step 1) to \$54,727 (FD-9, Step 1), with promotion potential up to the grade FD-14 without competition. Benefits include health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

**How to Apply.** Qualified persons may apply by forwarding a letter of interest, resume, and three references to, Cristie G. Gibbens 102 Versailles Blvd., Suite 816, Lafayette, LA 70501, or [cristie\\_gibbens@fd.org](mailto:cristie_gibbens@fd.org). Applications must be received by 5:00 p.m. on June 16, 2022. Applicants are encouraged to fill out the Application for Judicial Branch Federal Employment found here: <https://www.uscourts.gov/sites/default/files/ao078.pdf>. Only those granted an interview will be contacted. No phone calls.

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