

FEDERAL DEFENDER

District of Maine

P.O. Box 595
Portland, ME 04112-0595

Federal Defender
James S. Nixon

POSITION ANNOUNCEMENT 2024-02

Full-Time Paralegal

Portland, Maine

THE POSITION:

The Federal Public Defender Office for the District of Maine is hiring a full-time Paralegal for its Portland, Maine office.

WHAT WE DO:

The Federal Public Defender Office is a law office that provides legal representation to persons charged with federal crimes who cannot afford to hire an attorney. We represent the accused from arrest through trial and appeal, including the U.S. Supreme Court.

We work together to uphold every person's right to be presumed innocent and to a fair sentence if convicted. Our defense is vigorous, both at trial and on appeal. We advocate for fair and just treatment of our clients by demonstrating their humanity.

WHO WE ARE:

We are attorneys, paralegals, investigators, office administrators, and information technology specialists committed to cultivating a culture of acceptance and connectedness that honors the diverse backgrounds of the people we represent.

WHO YOU ARE:

You are a trusted, reliable, and efficient assistant who is eager to partner with members of the office so we can provide exceptional legal services. You multitask effectively, have exceptional organizational skills, and are eager to learn new systems. You are a capable user of technology and understand its utility. You see the problems, but also the solutions, and you harness creativity, dedication, and persistence to overcome the challenges. You can anticipate the needs of your team members. Your communication with others is based in empathy and compassion. You have high standards and want people to be treated fairly and respectfully, no matter the allegation or circumstance.

POSITION DESCRIPTION:

The Paralegal will be a key member of our legal and administrative staff, and will perform the following:

- Work with attorneys in case preparation: including trials, sentencing, and evidentiary hearings.
- Identifying the best methods and use of litigation support technology for the review, analysis, and organization of voluminous discovery, records, and electronically stored information.
- Prepare demonstrative evidence and exhibits for pleadings, hearings, and trials.
- Conduct legal research, utilizing all available resources and computer-assisted research tools.
- Assist attorneys at hearings, trials, and sentencings using presentation software such as Trial Director and PowerPoint.
- Manage and coordinate electronic, paper, physical evidence and discovery; including working with attorneys to provide clients with discovery.
- Process and maintain client records requests to various agencies for purposes of case mitigation.
- Assist in research for formulation of release plans.
- Interviewing, meeting with, and maintaining communication with clients.
- Draft necessary correspondence and assist with client contact and management, keeping the client informed about case developments, status, court appearances, and answering general (non-legal) questions.
- Prepare general pleadings for Assistant Federal Defenders, review of more complex motions for completeness and accuracy, and work with court personnel and electronic filing systems to ensure all matters are properly filed with the court.
- Case management including case opening, closing, and preparation/maintenance of both the paper and electronic case files.
- General administrative and other office front facing/receptionist responsibilities.
- Handle day to day operations of the office including maintenance requests, receiving deliveries, mail processing, greeting guests and answering incoming calls.
- Other ad-hoc projects as requested.
- All other duties as assigned.

REQUIRED EXPERIENCE:

- College degree and/or Paralegal Certificate from an accredited school and at least three years of paralegal experience and three years of general experience, or six years of combined comparable experiences.
- Advanced knowledge of legal terminology.
- Experience working with diverse groups of people, such as economically disadvantaged people, people with emotional or mental health challenges, and those from disenfranchised communities.
- Advanced knowledge and skills in Office 365 (Word, Excel, Outlook, PowerPoint, Teams), Adobe Acrobat, and database management. Familiarity with electronic court filings (PACER) and proficiency in litigation software a plus.
- Strong and effective communication skills, a sharp eye for detail, and meticulous organizational skills.
- Demonstrated resourcefulness, creativity, initiative, tact, and discretion.
- Willingness to take initiative while working independently – and be a meaningful contributor

- of a hard-working and collegial team.
- The ability to exercise good judgment in a mature and diplomatic format.
 - The successful candidate will be subject to an FBI background check as a condition of employment.

PREFERRED EXPERIENCE:

- Comprehensive knowledge of investigative principles, practices, methods, and techniques, mental health issues and the legal system.
- Understanding of criminal law, criminal procedure, and evidence.
- Experience as a paralegal performing progressively responsible paralegal duties.

SALARY AND BENEFITS:

The salary ranges from \$81,963 - \$127,707. Salary heavily dependent on prior experience and qualifications. The position includes regular U.S. Government employment benefits—generous paid time off including annual and sick leave and 11 federal holidays; health, dental, vision, and life insurance; a retirement system; opportunities to attend national and local trainings; and professional development and career advancement offerings. Salary is payable only by Electronic Funds Transfer (direct deposit). The position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. Employment subject to continued position funding.

HOW TO APPLY:

Qualified applicants should apply by submitting:

- A cover letter explaining why you are interested in this specific job, any connection to Maine, and how you view your experience as preparing you for this job,
- A current resume,
- A list of three references with their contact information. Please provide references we can speak candidly with.
- Please combine all three items into one PDF formatted file named beginning with your last name; “lastnameMEPARALEGALapp.pdf” and submit to infomaine@fd.org.

For preferential consideration, applications must be received by November 18, 2024. Position open until filled.

The Office of the Federal Defender is an equal opportunity employer. We encourage all qualified applicants - without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law - to apply. This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.