

**FEDERAL PUBLIC DEFENDER  
DISTRICT OF UTAH  
SALT LAKE CITY, UT**

**POSITION ANNOUNCEMENT #2023-03  
PARALEGAL**

The Office of the Federal Public Defender for the District of Utah is accepting applications for a full-time position of Paralegal in our Salt Lake City office. The Federal Public Defender, an Equal Opportunity Employer, operates under the authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services in federal criminal cases and related matters in the federal courts by court appointment to individuals unable to afford counsel.

**Requirements:**

- A Bachelor's Degree or a Paralegal Certificate from an accredited school;
- Minimum of three (3) years of specialized paralegal experience and at least three (3) years of general experience;
- A working knowledge of legal terminology and court procedures;
- Multitasking and time-management skills, with the ability to prioritize tasks;
- Computer proficiency, including a working knowledge of Adobe Acrobat and Microsoft Office Suite;
- Excellent verbal and written communication skills. The ability to work within a team and maintain a friendly, open demeanor during periods of increased demand;
- Experience with document management or litigation support databases such as Summation, Trial Director, DTSearch, Eclipse, PowerPoint or CaseMap.
- Applicants must be U.S. Citizens or eligible to work in and for the United States.

**Preferred Qualifications:** Bilingual (English/Spanish) fluency is a plus.

**Duties:** Paralegals provide a full range of paralegal services and litigation support to staff attorneys. General duties and responsibilities include, but are not limited to:

- All aspects of case preparation and file management;
- Providing case support and analysis at varying stages of litigation;
- Writing including preparation of trial pleadings and sentencing mitigation materials, drafted effectively and with attention to detail;
- Reviewing and analyzing discovery and case documents;
- Gathering and maintaining records;
- Organizing and maintaining voluminous discovery and electronically stored information (ESI) using a range of formats and platforms;
- Use of litigation support technology in the organization, analysis, and preparation of cases;
- Identifying subject matter experts, assisting with hiring and working with experts, and maintaining a database of experts;
- Interviewing and maintaining regular communication with clients and assisting clients with ancillary matters;
- 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;
- Working with attorneys to develop and recommend appropriate strategies to meet the litigation needs and providing trial team training utilizing litigation support tools.

**Selection criteria:** The successful candidate must demonstrate or have a reputation for personal and professional integrity and must be committed to helping indigent accused persons. Candidates must possess the ability to communicate effectively with clients, witnesses, colleagues, and work well with staff and court personnel.

**Conditions of Employment.** Appointment to the position is contingent upon the successful completion of a background check and/or investigation including an FBI name and fingerprint check. Employees of the Federal Public Defender are members of the judicial branch of government; are considered ‘at will’ and can be terminated with or without cause.

**Salary and Benefits:** This is a full-time position, and federal salary and benefits apply. The salary for this position will be based on experience and qualifications. Salary payable only by electronic funds transfer (direct deposit). Federal benefits include, in part, health insurance, life insurance, paid vacation, paid sick leave, paid holidays, and participation in the Federal Employees’ Retirement System and Thrift Savings Plan. There is promotion potential without further competition.

**How to Apply:** Qualified persons may apply by submitting an application package, in one PDF document, that includes: a letter of interest, resume and names and contact information for three work references who may be contacted to:

Federal Public Defender Office  
Attn: Paula Thompson, Administrative Assistant  
email: [utx\\_reception@fd.org](mailto:utx_reception@fd.org)

**Open Period: April 6, 2023 to May 5, 2023 @ 5:00 p.m. MST**

*Position is subject to continued availability of funding. The Federal Public Defender is an Equal-Opportunity Employer. All applicants, regardless of race, ethnicity, national origin, gender identity, sexual orientation, religion, disability, or age, are encouraged to apply.*