



# FEDERAL PUBLIC DEFENDER DISTRICT OF NEBRASKA NOTICE OF POSITION VACANCY

Announcement No:	2017-03	Date:	April 18, 2017
No. of Vacancies:	One		Federal Public Defender
Position Title:	Paralegal		District of Nebraska
Grade:	JS 11 – JS 14		222 South 15 <sup>th</sup> Street, Suite 300N
Salary Range:	\$60,210 – \$72,168		Omaha, NE 68102
Closing Date:	MAY 19, 2017		<a href="http://ne.fd.org">http://ne.fd.org</a>

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## **POSITION OVERVIEW**

The Paralegal provides a full range of paralegal services to staff attorneys. General duties include legal research and writing, all aspects of case preparation and file management, and drafting pleadings and correspondence. The Paralegal will also use technological litigation support tools for the collection, review, analysis, production, and presentation of case materials. Bilingual applicants preferred but not required.

## **POSITION DUTIES & RESPONSIBILITIES**

The Paralegal:

- Act as discovery manager to understand the volume, format, and content of discovery being received in order to assist the defense team in selecting the proper tool to host, review, analyze, organize and use the discovery material.
- Applies knowledge of the various aspects of litigation support dealing with paper and e-paper, including but not limited to scanning, OCRing, document review and production.
- Administers litigation support computer systems such as CaseMap, Trial Director, PowerPoint, Adobe Acrobat Professional, and Excel.
- Performs legal research utilizing all available resources including computer-assisted legal research tools (e.g. LEXIS and Westlaw) and drafts legal pleadings.
- Assists in all aspects of case preparation. Prepares and reviews cases in accordance with applicable laws, rules, regulations, precedents, policies, office practices and established procedures. Analyzes interrelated and disputed facts. Identifies legal issues and questions, interprets rules and principles, and recommends actions.
- Assists attorneys at hearings and trials by evaluating testimony and coordinating documents.
- Assists attorneys with client contact. Informs clients of case status, court appearances and answers general client inquiries.
- Works with attorneys to develop and recommend appropriate strategies to meet the litigation needs of each individual case and determine specific requirements for discovery and third party evidence collection, review, analysis, production, and presentation of case materials.
- Applies knowledge of the various aspects of litigation support dealing with courtroom presentations including, but not limited to, the use of courtroom presentation software, timeline and diagramming applications, and ability to set up and operate audio/video equipment.
- Performs all other duties as assigned.

## **QUALIFICATIONS**

To qualify for the position of Paralegal, you must have a bachelor's degree from an accredited college and have a minimum of three years of general and three years of progressively responsible specialized experience. Such specialized experience provides the individual: a comprehensive knowledge of paralegal principles, practices, methods and techniques. The successful candidate must possess the ability to identify and evaluate pertinent facts and regulations, policies and precedents. The successful candidate must possess skill and judgment in the analysis of cases and legal opinions. The successful candidate should have general knowledge or experience with litigation support applications such as CaseMap, Trial Director, Power Point, Adobe Acrobat Professional, and Excel. The successful candidate must possess excellent legal writing skills. The successful candidate should have a general understanding of criminal law, criminal procedure, and evidence.

## **BENEFITS**

The Federal Public Defender offers a full benefits package that allows an employee to participate in the following pursuant to the written terms of these benefit packages:

- Federal Employees Retirement System (Pension Program).
- Immediate participation in the Thrift Savings Plan (401K).
- Choice of Medical, Fee for Service and/or Health Maintenance Organizations, some plans with dental and vision benefits attached.
- Group Life Insurance; employee and family coverage available.
- Disability Insurance available.
- Long Term Care Insurance for the employee and family available.
- 13 days of accrued vacation leave per year for the first 3 years of employment; increasing after 3 years.
- 13 days of accrued sick leave, which includes family sick leave, per year.
- A minimum of 10 federal holidays.
- Flexible spending accounts for healthcare, child dependent care, and commuter programs.

## **NOTICE TO APPLICANTS**

The successful candidate will be subject to a background and fingerprint check as a condition of employment. The Federal Public Defender requires employees to adhere to a Code of Conduct which is available upon request. Equal opportunity employer, women and minorities are encouraged to apply. Direct Deposit is required for payment compensation for employees. Interested applicants should send a resume, cover letter, writing sample, and a list of three references to William C. Sweet, 222 South 15<sup>th</sup> Street, Suite 300N, Omaha, NE 68102. Application deadline is May 19, 2017. This position is subject to the availability of funds. Please no telephone inquiries.