

CRIMINAL DEFENSE PARALEGAL

The Federal Public Defender for the Eastern District of Missouri is accepting applications for a Paralegal/Litigation support position to be based in its Saint Louis Office. The Federal Public Defender provides quality defense services in federal criminal cases.

Duties to include, but not limited to, data/electronic discovery organization/management, database creation/administration, document review, factual research and software support. These duties require a proficiency in CaseMap, Summation, Trial Director and forensic software programs and/or equivalent trial presentation and database management software. Applicants should possess general paralegal experience plus experience as a litigation support paralegal. Bachelor's degree is preferred.

Successful candidates must have excellent technological and organizational skills and be able to support and train other office staff in litigation support platforms.

This is a full-time position with federal salary and benefits based on qualifications and experience. Salary is on a scale equivalent to that of Assistant United States Attorneys. This position is subject to mandatory electronic transfer (direct deposit) participation for payment of net pay. Current and future positions may be filled from this vacancy announcement. This position is subject to funding and background check. This is an at will appointment and as such may be terminated at will or without cause by the Defender at any time.

To apply, a cover letter describing your experience, resume, three references and recent writing sample in PDF format must be received no later than **Monday, June 3, 2019**, by electronic mail with the subject line **Paralegal** to:

Margie_Kyle@fd.org

NO PHONE CALLS ACCEPTED

Only applicants selected for an interview will be contacted.

The Federal Public Defender Is an Equal Opportunity Employer. Women & Minorities Are Encouraged 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.