

**POSITION ANNOUNCEMENT 22-02**  
**Assistant Paralegal – Trial Unit**  
**Office of the Federal Public Defender**  
**District of Arizona**  
**Tucson**

THE FEDERAL PUBLIC DEFENDER for the District of Arizona is accepting applications for the position of full-time assistant paralegal to be stationed in Tucson. More than one position may be filled from this announcement. The Federal Public Defender operates under authority of Title 18, United States Code, Section 3006A(g)(2)(A), to provide federal criminal defense services by court appointment to individuals unable to afford counsel. The organization has staffed offices in Phoenix, Tucson, Yuma, and Flagstaff.

**Requirements.** To qualify for an assistant paralegal a person must be a high school graduate or equivalent and have at least three years of general experience and two years of specialized experience. Some higher education may be substituted for specialized experience. Bachelor's degree or paralegal certificate preferred. Personal computer, advanced word-processing skills are required. Law office experience, computer literacy and experience with Word, Adobe Acrobat, Microsoft Excel, and Westlaw is preferred. **Spanish language proficiency is required for this position.** Ability to read and write Spanish for translation of letters and documents is required. Applicants selected for interview will be tested for Spanish fluency. Employment is subject to a satisfactory background investigation. U.S. Citizenship is required. Selectee will be required to attest to COVID vaccination status and, if not vaccinated or declined to answer, will be required to undergo weekly COVID testing.

**Duties.** The assistant paralegal provides support services to staff attorneys, staff paralegals, and investigators. Duties of the assistant paralegal include assisting with case file management; gathering, organizing, summarizing, and indexing of electronic and paper documents and other discovery materials; assisting with client contact; preparing case related forms, assisting the staff paralegals and investigators with out-of-district requests; gathering records; assisting with litigation support services using advanced software programs; calendaring court hearings and jail visits; typing letters/motions; filing motions/pleadings; contact with court personnel and detention facilities; and performing all other duties as assigned.

**Salary and Benefits.** The starting salary for the assistant paralegal commensurate with the experience and qualifications of the applicant is currently fixed at Grade 9, Step 1 yielding \$54,005 per annum. This position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. The position does include regular Government employee benefits including health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit). All positions are at will and are subject to the availability of funds.

**How to Apply.** Qualified persons may apply by sending via e-mail a letter of interest and resume to the Personnel Administrator, Federal Public Defender, District of Arizona, at [azx\\_hr@fd.org](mailto:azx_hr@fd.org). (Letter of interest and references must be included.) Position announced October 6, 2021; open until filled.

***The Office of the Federal Public Defender is an equal-opportunity employer.  
Women, minorities and individuals with disabilities are encouraged to apply.***