

FEDERAL PUBLIC DEFENDER

EASTERN DISTRICT OF VIRGINIA
1650 KING STREET, SUITE 500
ALEXANDRIA, VIRGINIA 22314
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Michael S. Nachmanoff
Federal Public Defender

POSITION ANNOUNCEMENT

PARALEGAL Alexandria, VA

The Federal Public Defender's Office for the Eastern District of Virginia is accepting applications for the above position in its Alexandria office.

Duties to include, but not limited to litigation support for criminal trials, electronic discovery management and organization, performing factual research, and preparing witness & document lists.

A bachelor's degree is required. JD is preferred. Applicants shall possess a minimum of three years general plus three years specialized experience as a litigation support paralegal. Successful candidates must have excellent technological & organizational skills, legal research & writing skills, and knowledge of the federal court & criminal justice system. Proficiency in CaseMap, Summation and Trial Director software programs or equivalent trial presentation and database management software required. IT department will evaluate courtroom technology skills of candidates selected for an interview. A background security investigation is required for all new hires.

Starting salary range: JS-11, step 1 (\$62,467) to JS-14, step 1 (\$105,211), depending on experience and education. Federal Benefits. EOE. **Closing Date: January 31, 2012. Only applicants selected for an interview will be contacted.**

Please submit cover letter and resume via email or FAX:

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