

**FEDERAL PUBLIC DEFENDER  
DISTRICT OF NEW MEXICO**

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**POSITION ANNOUNCEMENT**

**Paralegal**

**2019-07**

**THE FEDERAL PUBLIC DEFENDER** for the District of New Mexico is accepting applications for the position of Paralegal. This position will be located in the Albuquerque office. The Federal Defender organization operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services in federal criminal cases and related matters by appointment from the court. More than one position may be filled from this posting.

**Requirements:** To qualify candidate must be a high school graduate or the equivalent and have at least three (3) years of experience. Some higher education may be substituted for experience. Must be a detail-oriented person capable of handling multiple projects at once with high proficiency in Microsoft Office (Word, Excel, Power Point), and Adobe Acrobat. Experience with litigation support software programs such as Case Map, Trial Director, Summation and dtSearch is highly desirable. Applicants must be able to perform legal research using computer research programs and internet based resources. Spanish fluency preferred. This position is classified as a sensitive position. Appointment and retention is subject to a satisfactory background check to include an FBI fingerprint and name check.

**Selection Criteria:** The successful applicant will have a working knowledge of law office operations, legal practices, methods and techniques, an understanding of paralegal duties in a legal environment, and an understanding of criminal law, criminal procedure and evidence. Experience in federal criminal law is preferred.

**Duties:** The Paralegal provides support services to staff attorneys. General duties include performing legal research, drafting legal pleadings, assisting with case preparation and file management, managing discovery, assisting attorneys at hearings and trials, assisting with client contact, assisting investigators with interviewing witnesses as needed, maintaining research banks, and intensive technological litigation support. Additional duties may include analyzing

legal decisions, opinions, rulings and compiling and summarizing substantive information on statutes, treaties and specific legal subjects.

This position requires excellent skills in prioritization and organization, the ability to work independently and cooperatively, and excellent communication skills. Applicants must be flexible and willing to assist attorneys in crisis situations and also work with the attorneys in all aspects of case presentations and correspondence. This position also provides mentoring to the legal support staff and works collaboratively with the investigative staff to render the best defense possible to the clients. This position will maintain office and attorney calendars, may provide backup to the switchboard and perform all other general office duties as assigned.

**Salary and Benefits:** The starting salary is commensurate with the experience and qualifications of the applicant. The starting pay scale ranges from JSP 11 to JSP 14, currently yielding \$62,521 to \$105,302 per annum. The position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. The position does include regular Government employment benefits including health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by electronic funds transfer (direct deposit).

**How to Apply.** In one PDF document, please email your resume with a letter of interest and at least 3 references to:

Melissa Read, Administrative Officer

[FDNM-HR@fd.org](mailto:FDNM-HR@fd.org)

Reference **2019-07** in the subject.

Applications must be received by September 27, 2019. Position will remain open until filled and is subject to the availability of funding.

**No phone calls please. Submissions not following this format will not be considered.**

**Only those selected for interview will be contacted.**

*The Federal Public Defender is an equal-opportunity employer.*