

Office of the
Federal Public Defender
Districts of Colorado and Wyoming

Warren R. Williamson, First Assistant
David Weiss, Wyoming Branch Supervisor

Virginia L. Grady, Federal Public Defender

O. Dean Sanderford, Chief, Appeals
Veronica S. Rossman, Senior Counsel

POSITION ANNOUNCEMENT
PARALEGAL – CASPER, WYOMING

The Federal Public Defender, Districts of Colorado and Wyoming, seeks a full-time paralegal for the Casper, Wyoming branch office. This office supports our representation of defendants appearing in the United States District and Magistrate courts in Casper and Lander. Our offices operate under authority of the Criminal Justice Act (18 U.S.C. § 3006A) to represent individuals prosecuted in federal court and unable to afford counsel. For more information about us, go to www.cofpd.org.

Job Description and Duties: The paralegal will be responsible for office reception, secretarial, paralegal, and administrative support to attorneys appearing in the district and magistrate courts. Duties include, but are not limited to: prompt and professional communications with clients, colleagues, the court, and the community; management of incoming cases; skilled preparation of pleadings; electronic filing; support and preparation of hearings and trials, including exhibit management and assistance to the office investigator; supplies management; and other duties as assigned.

Requirements and Qualifications: Applicants must hold a high school diploma or equivalent with a minimum of three years general experience and three years specialized experience. Proficiency in Word 2013, Excel 2013, CM/ECF, PACER and successful training in electronic case filing is required. The successful candidate must be team-oriented and able to work within time-sensitive deadlines. Strong analytic and proofreading skills, a proven work ethic, and adherence to confidentiality standards are essential. Fluency in Spanish is preferred, but not required.

Salary and Benefits: Federal salary for this position will be based on the Judicial Salary Plan and is commensurate with experience. Direct deposit of pay is required. Benefits are provided. Judiciary benefit details can be found at <http://www.uscourts.gov/careers/benefits>.

This position is subject to an FBI fingerprint check and background investigation. Employment will be provisional and contingent upon satisfactory completion of the required investigation.

Non-Citizen Applicants: Employment offers to non-citizens can only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, this means an offer of employment cannot be made unless the non-citizen candidate is a lawful permanent resident seeking citizenship as described here: <https://www.uscourts.gov/careers/search-judiciary-jobs/citizenship-requirements-employment-judiciary>.

How to Apply: Applications should include a cover letter and resume to the attention of: Kim W. Bechard, Administrative Officer. Submit applications in .pdf format by email to: employment@cofpd.org.

Interviews will be conducted in person. Cost of travel must be incurred by the applicant. This position is subject to the availability of funds. **Posted July 24, 2019 - open until filled.**

The Federal Public Defender is an equal opportunity employer.

Cheyenne, Wyoming

214 W. Lincolnway, Suite 31A
Cheyenne, WY 82001
Phone: 307-772-2781
Fax: 307-772-2788

Denver, Colorado

633 17th Street, Suite 1000
Denver, CO 80202
Phone: 303-294-7002
Fax: 303-294-1192

Casper, Wyoming

Ewing T. Kerr Federal Building
111 South Wolcott Street, Room 312
Casper, WY 82601
Phone: 307-772-2781
Fax: 307-772-2788

www.cofpd.org