

NORTHERN DISTRICT OF INDIANA FEDERAL COMMUNITY DEFENDERS, INC.

**PARALEGAL/LEGAL ASSISTANT
SOUTH BEND OFFICE**

POSITION ANNOUNCEMENT

Northern District of Indiana Federal Community Defenders, Inc. (NDIFCD), a non-profit private corporation funded by the Administrative Office of the U.S. Courts, is accepting applications for the position of a Paralegal/Legal Assistant to be located in the South Bend office. The federal defender organization operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services to individuals charged with federal criminal cases and related matters, who are financially unable to retain counsel.

Duties. The Paralegal/Legal Assistant is responsible for factual research; locating, collecting, compiling, and summarizing gathered information including court, social, medical and legal records; assisting attorneys and investigators in developing factual support for claims; identifying and discussing issues with attorneys and investigators regarding client representation; preparing for evidentiary hearings by electronically organizing, coding, and summarizing information and documents; preparing witness and document lists; maintaining electronic case files and databases; entering information into databases for access by attorneys and investigators and operating electronic systems for managing documents and gathering and tracking client information. In addition to paralegal duties, the successful applicant will support two attorneys in the capacity of a traditional legal assistant as well as perform some general office administration tasks.

Requirements. Successful applicants must have superb organizational skills and embrace current litigation and other technology in their daily work. Strong research skills, knowledge of legal concepts, terminology, and format of legal documents are required. Applicants must be able to communicate and work well with others, must be accurate and attentive to detail, set priorities and meet critical deadlines, and be willing to support criminal defense work. Although not required, candidates possessing a paralegal degree, or the equivalent, will receive strong consideration.

Salary. Salary commensurate with experience and qualifications.

How to Apply. Qualified persons are encouraged to apply by forwarding a letter and resume, including 3 references, to: kasia_zadykowicz@fd.org. No phone calls please. Position open until filled.

NDIFCD IS AN EQUAL OPPORTUNITY EMPLOYER