

FEDERAL DEFENDER  
DISTRICT OF CONNECTICUT  
10 COLUMBUS BLVD FL 6  
HARTFORD, CT 06106-1976

TERENCE S. WARD  
FEDERAL DEFENDER

TEL: (860) 493-6260  
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**POSITION ANNOUNCEMENT**  
**PARALEGAL**

The Federal Defender for the District of Connecticut is accepting applications for a Paralegal position.

**Job Description:** The majority of work includes, but is not limited to, discovery processing/organization/analysis; mitigation investigation (including but not limited to interviewing clients in and out of prison, interviewing client family members, drafting social history memoranda, and records requests and digesting); development of treatment planning and release/reentry planning; developing relationships with treatment providers and other stakeholders in the court system; database creation/administration; document review with clients; computer assisted legal research; litigation support; development/presentation of evidence; case preparation; records request and tracking; and assistance with CJA panel administration/training.

**Qualifications and Characteristics** To qualify for this entry-level position, the applicant must be a college graduate or higher. Experience with indigent defendants in criminal cases preferred. Applicant must have a dedication to the mission of the Federal Defender Office, ability to collaborate on teams, and a personal drive and motivation to perform excellent work. Applicant must also have excellent writing, organizational, analytical, and technological skills. Spanish-language skills are a plus but not required.

The successful candidate will have effective communication and organizational skills; ability to prioritize; work independently and cooperatively; and commit to the principle of equal access to justice. This position will work with attorneys and staff members in both Hartford and New Haven offices of the Federal Defender Office.

**Salary and benefits** Salary DOE; position carries full federal benefits.

**Application Process and Deadline** Send cover letter, resume, and three references on or before July 29, 2019, to:

Kelly M. Barrett  
265 Church Street, Suite 702  
New Haven, CT 06510  
or via e-mail to [Kelly\\_barrett@fd.org](mailto:Kelly_barrett@fd.org)

The Federal Defender Office is an equal opportunity employer. Women and minorities are encouraged to apply. This position is subject to the mandatory electronic funds transfer (direct deposit) for payment of salary. Hiring is provisional pending the successful completion of a FBI check.