

**FEDERAL DEFENDERS  
MIDDLE DISTRICT OF ALABAMA  
FEDERAL DEFENDER PROGRAM, INC.**  
817 S. COURT STREET  
MONTGOMERY, AL 36104  
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CHRISTINE A. FREEMAN  
Executive Director

**POSITION ANNOUNCEMENT**  
**Assistant Paralegal**

The Middle District of Alabama Federal Defender Program, Inc. is accepting applications for a ***FULL-TIME ASSISTANT PARALEGAL*** to provide paralegal support services to staff attorneys and other staff providing representation to indigent persons in criminal and post-conviction cases in federal court.

General duties include assisting with case preparation and file management, maintaining internal dockets or calendars, drafting routine pleadings and correspondence, maintaining research banks, performing preliminary legal research. Other duties include: organizing and indexing discovery, evidence and exhibits in preparation for trial; participating in case management functions and control systems such as conflicts checking, maintaining calendar and docket control, notifying staff and clients of court dates and appointments, and assisting in the preparation and filing of pleadings, motions, briefs, correspondence and memoranda.

Applicants must have a high school diploma or equivalent, a minimum of two years general experience and one year specialized experience which provides a working knowledge of and proficiency in all duties; writing skills and proficiency in computer skills; a general understanding of office confidentiality issues; good judgment; effective communication skills for communicating with assigned attorneys, other staff, clients, court personnel, and the public.

To apply for this position, send a letter describing your interest in the position, and enclosing a resume and references to: Christine A. Freeman, Office of the Federal Defender for the Middle District of Alabama, 817 S. Court Street, Montgomery, AL 36104. Faxed applications are also acceptable. Fax to 334 834-0353. Please do not telephone regarding the position.

Salary for this position depends on experience. This program offers excellent benefits.

Hiring is dependent on the appropriation of funding and consultation with the funding provider. This program is an Equal Opportunity Employer and welcomes applications from all qualified people, regardless of sex, race, age, ethnicity, national origin, sexual orientation, religion or disability.

The position is open until filled.

