

# **FEDERAL DEFENDERS**

**MIDDLE DISTRICT OF ALABAMA  
FEDERAL DEFENDER PROGRAM, INC.**

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**CHRISTINE A. FREEMAN**  
Executive Director

## **POSITION ANNOUNCEMENT**

### **Assistant Paralegal**

The Middle District of Alabama Federal Defender Program, Inc., in Montgomery, Alabama, is accepting applications for a possible opening for a full-time positions of Assistant Paralegal. This position is designed to assist organization attorneys, investigators and other staff in providing representation in federal court to persons charged with federal crimes. This organization is a non-profit corporation providing legal representation to indigent persons in federal criminal cases and on criminal matters in federal court.

Duties of this position will include work on assigned cases. Primary areas of responsibility will be to locate, gather and organize all records, court pleadings, transcripts, documents, exhibits, potential exhibits, and evidence; to create and maintain a uniform system of organizing such material; and to use computer software and hardware for the organization, maintenance and presentation of case files and litigation. Additional duties will include assistance to investigators, as requested, and duties as described in the Defender Organization Classification System ("DOCS"), available through dweb.

Requirements and qualifications for this position include three or more years experience in criminal case work or information gathering; excellent writing skills; computer proficiency; ability to communicate and work well with others; demonstrated interest in criminal justice, post-conviction, and capital defense; commitment to obtaining justice for indigent persons; and ability to perform each of the tasks associated with this position. Education may be substituted for some experience. Applicants must have a driver's license, car, and appropriate motor vehicle insurance.

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 age, gender, race, national origin, ethnicity, sexual orientation, religion or disability. Employees of this program may not engage in other full-time employment or litigation assistance for hire. Salary for this position depends on experience. This office provides excellent benefits. To apply, send a letter describing your interest in the position and a resume to: Christine A. Freeman, Executive Director, Office of the Federal Defender for the Middle District of Alabama, 817 S. Court Street, Montgomery, Alabama 36104. Do not telephone regarding the position. The application period for this position will close on December 26, 2017.