

Metropolitan Justice Center of Southeast Michigan

FEDERAL DEFENDER OFFICE

613 Abbott Street, 5th Floor

Detroit, Michigan 48226

Telephone: (313) 967-5542 ■ Fax: (313) 962-0685

NOTICE OF AVAILABLE POSITIONS

Senior Legal Assistant/Paralegal

The Federal Defender Office for the Eastern District of Michigan is now accepting applications for two (2) **Senior Legal Assistant/ Paralegal** positions at our Detroit Office. The Federal Defender Office provides representation to indigent defendants unable to afford counsel in the U.S. District Court for the Eastern District of Michigan.

JOB DESCRIPTION: The **Senior Legal Assistant/ Paralegal** provides legal secretarial, clerical and litigation support for one or more Assistant Defenders. Responsibilities include, but are not limited to, drafting, typing and electronic filing of legal pleadings and correspondence; maintaining attorney calendars and case files, photocopying; assisting attorneys with all aspects of case preparation and file management, imaging and OCRing of paper documents; creating case management and trial presentation databases; organization and electronic management of discovery, evidence and exhibits in preparation for trial; communication with clients, court personnel, and various federal agencies; coordinating witnesses and service of subpoenas; assisting attorneys at hearings and trial with courtroom presentations by setting up and operating litigation software. Responsibilities also include assistance with receptionist duties and all other duties as assigned.

JOB REQUIREMENTS: High school graduate or equivalent, with a minimum of six years legal secretarial or paralegal experience in a law office. Candidate should possess knowledge of legal terminology, familiarity with court procedures and document formats (preferably federal); excellent writing and oral communication skills; advanced proficiency in Microsoft Office (Word, PowerPoint, Excel, etc.) and Adobe Acrobat XI Pro. Ability to type neatly and accurately at 70 wpm and to multi-task and work well under pressure in a team environment is required. Knowledge of computerized databases (LexisNexis, Westlaw) and various organizational programs (CaseMap, Summation, TrialDirector) helpful. Must be a self-starter, flexible and dependable.

SALARY: Commensurate with experience and qualifications.

Please forward cover letter and resume via email to mie_employment@fd.org or by mail to: Federal Defender Office, Attn: Legal Assistant/Paralegal, 613 Abbott Street, 5th Floor, Detroit, MI 48226.

Position open until filled. No phone calls. Position vacancies contingent upon final approval and funding by the Administrative Office of the U.S. Courts. EOE. Only applicants selected for an interview will be contacted.