



Indiana Federal Community Defenders

POSITION ANNOUNCEMENT

PARALEGAL

Indiana Federal Community Defenders, Inc. (IFCD) is accepting applications for the position of PARALEGAL. IFCD is a non-profit corporation funded by the Administrative Office of the United States Courts. This organization is not an agency of the federal government and staff members are not federal employees. IFCD provides defense representation to individuals charged with federal crimes who are financially unable to retain counsel.

Duties. The paralegal must be able to provide a full range of paralegal services to staff attorneys including but not limited to: 1) conducting legal research and writing, 2) assisting in every aspect of case preparation and file management, 3) drafting pleadings and correspondence, 4) electronically filing legal pleadings; 5) obtaining records; 6) communicating with clients, witnesses, court personnel and various federal agencies.

Selection Criteria. To qualify for the position, applicant must have a four-year college degree and/or be a graduate of a paralegal program. Applicant must have at least three to five years of paralegal experience preferably in the federal or state court system, an understanding of criminal law, criminal procedure and evidence; excellent oral and written communication skills, drafting of complex motions, analysis of legal opinions, ability to identify and evaluate pertinent facts and policies; knowledge of investigative principles; and commitment to our mission.

Salary. The salary is commensurate with experience and qualifications. Benefits are provided.

How to Apply. Please send your resume and cover letter to:

Kathy O'Farrell, Administrative Officer
Indiana Federal Community Defenders
111 Monument Circle, Suite 2150
Indianapolis, IN 46204
Or via e-mail to Kathy.ofarrell@fd.org.

Position announced November 2, 2015; applications accepted until November 17 or until filled. All responses will remain confidential. **Indiana Federal Community Defenders is an Equal Opportunity Employer.**