



OFFICE OF THE FEDERAL DEFENDER
Eastern District of California
801 I Street, Third Floor
Sacramento, California 95814
(916) 498-5700 FAX (916) 498-5710

HEATHER E. WILLIAMS
Federal Defender

PEGGY SASSO
First Assistant Defender

POSITION ANNOUNCEMENT #26-003 REPOST
ASSISTANT PARALEGAL

The Office of the Federal Defender for the Eastern District of California is now accepting applications for a full-time **Assistant Paralegal** position for its Sacramento Office. The Office of the Federal Defender operates under the Criminal Justice Act, 18 U.S.C. § 3006A, representing indigent persons in federal criminal cases and related court matters.

Our Assistant Paralegals are integral to our clients' legal representation and to our entire office's function. Duties include, but are not limited to: general case preparation; client case file maintenance and organization; participating in case management functions including tracking time spent; coordinating and providing information to client, client's families, experts, and witnesses; calendaring hearings and pleading deadlines; interacting with other court agencies; assisting in court trial and appellate pleading preparation, filing, and court hearings; and ordering documents and other records. Our Assistant Paralegals also backup telephone and reception duties and are responsible for other legal assistant and administrative tasks as needed.

Our ideal candidate can multi-task in a fast-paced environment; prioritize assignments; effectively communicate with co-workers, outside agencies, court personnel, and the public (including clients and client families); has a demonstrated work history of dependability, initiative, and responsibility; is a team player; is familiar with electronic court filing systems; and is interested in indigent criminal defense and compassion for our work and clients. Applicants must possess strong technology skills and be eager to learn and master new software. This position requires Microsoft Word proficiency, with Microsoft Excel and Adobe Acrobat Professional experience preferred. Let us know if you have any non-English speaking and/or writing skills.

Candidates must have at least a high school diploma and three years of general work experience **and** a 1-year minimum of Legal Assistant or paralegal-type specialized experience. Some post-high school/GED education may be substituted for specialized experience.

Candidates must have good oral and written communication skills and strong interpersonal skills. The position requires familiarity with legal terminology, court procedures, and court rules. Candidates must be a U.S. citizen or a permanent resident in the process of applying for citizenship. The selected candidate will be subject to a background check as a condition of employment.

Pay and Benefits This is a full-time position with pay based on qualifications and years of general and relevant specific experience. Starting salary currently yields from a JS-7/1 \$55,934 to a JS-9/1 \$66,300. Benefits include health, and life insurance, as well as 12 paid federal holidays, 13 days of paid sick leave, and 13 days of paid vacation leave annually if none or less than 3 years federal employment. (The rate of paid vacation leave increases with years of service.) The position is eligible for the Federal Employees Retirement System (FERS), including the Thrift Savings Plan (TSP), which matches up to 5% of employee contributions. Pay is biweekly and only by direct deposit. Partial telework is available for this position. Federal government benefits apply, including health, life, and long-term care insurances, retirement benefits, thrift savings program, and flexible spending accounts. Direct deposit of pay required.

Commitment to Fair Hiring: Our office values fair hiring and an equitable workplace. The FPD seeks applications from a diverse group of qualified individuals in terms of race, ethnicity, nation of origin, culture, sex, gender identity and expression, sexual identity, languages spoken, veteran status, disability, experiences, and religion. We encourage applications from members of the BIPOC community, people who have been affected by the criminal legal system, and people from other underrepresented and historically marginalized groups. If you need a reasonable accommodation for any part of the application and hiring process, please notify our Personnel Administrator, Lupe Hernandez, at lupe_hernandez@fd.org.

To apply, please submit as a single Adobe pdf file a cover letter, résumé, writing sample, three references and a completed *Application for Judicial Branch Employment form (AO78)*, http://www.cae-fpd.org/AO_78.pdf, to:

Heather Williams, Federal Defender
Attn: Human Resources

at the following email: cae_hr@fd.org

Position announced on May 4, 2026 and is open until filled. Applicants will be notified before any communication with listed references. All hiring is subject to available funding. Preference given to applications received by May 22, 2026.

The Office of the Federal Defender for the Eastern District of California is an equal opportunity employer. Women and minorities are encouraged to apply. This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.