



**FEDERAL PUBLIC DEFENDER  
EASTERN DISTRICT OF ARKANSAS**

**POSITION ANNOUNCEMENT 2019-07  
PARALEGAL/LITIGATION SUPPORT  
TRADITIONAL UNIT**

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The Federal Public Defender for the Eastern District of Arkansas is accepting applications for a full-time paralegal/litigation support position in its trial unit. The Trial Unit represents indigent persons charged with criminal offenses in the United States District Court, and provides appellate representation in the Eighth Circuit Court of Appeals. Our office mission requires that each employee embrace our core values of compassion, courage, competency, creativity, and collaboration.

**Duties:** The paralegal/litigation support team member's duties include, but are not limited to, research, electronic discovery management; the creation and administration of a database; assisting attorneys in all aspects of case preparation; software support; notarizing documents; and submitting document requests to varied agencies.

**Requirements:** An ABA certified paralegal certificate and 3 or more years of paralegal experience is preferred. Completion of a master's degree or graduate study in a law-related field may substitute for specialized experience. Proficiency in legal database management software and varied online research tools is necessary.

**Salary/Benefits:** This is a full-time, at-will position. Salary is commensurate with experience and qualifications. Benefits include health and life insurance, retirement, and the Thrift Savings Plan.

**To apply:** complete the paralegal/litigation support employment application located at <http://are.fd.org>, and submit it to [Caletta\\_Jones@fd.org](mailto:Caletta_Jones@fd.org) or mail the application to: 1401 West Capitol, Suite 490, Little Rock, AR, 72201. Current and future positions may be filled from this vacancy announcement. We will accept applications until filled, but will give priority consideration to those applications received by August 16, 2019. A final offer of employment is subject to a background check.

**AN EQUAL OPPORTUNITY EMPLOYER  
NO PHONE CALLS OR FOLLOW-UP EMAILS PLEASE**



APPLICATION  
PARALEGAL  
EASTERN DISTRICT OF ARKANSAS  
LITTLE ROCK OFFICE

Please complete and submit this application to: [Caletta\\_Jones@fd.org](mailto:Caletta_Jones@fd.org), or mail the requisite materials to: 1401 W. Capitol Ave., Suite 490, Little Rock, AR 72201. Priority given to applications submitted by August 16, 2019. Use additional sheets if needed, and please print or type.

1. Full Name: \_\_\_\_\_

2. Office address and phone: \_\_\_\_\_

\_\_\_\_\_

3. Residence address and phone: \_\_\_\_\_

\_\_\_\_\_

4. E-mail address: \_\_\_\_\_

5. Length of residence in state: \_\_\_\_\_

6. Are you lawfully employable in the United States either by virtue of citizenship or by having federal authorization from the INS and the Labor Department? Yes No

\_\_\_\_\_

7. List the colleges, universities, and law schools attended, including dates, degrees earned, and major courses of study and grade point average or class rank: \_\_\_\_\_

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8. List any specialized schooling or training you have received, including dates, credits/degree earned, and grade point average or class rank. \_\_\_\_\_

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9. List any job-related licenses or certificates you have received, and state when and where you received each. \_\_\_\_\_

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10. List any continuing legal education or other training dealing with criminal law, sentencing, or trial practice attended within the last five years. \_\_\_\_\_

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11. Describe your current employment, including (1) your job title and detailed description of job duties (2) date of employment and any promotions received. \_\_\_\_\_

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12. Please describe the nature and extent of your work with indigent clients, if any.

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13. Please describe the nature and extent of your computer skills.

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14. Please describe the nature and extent of your legal research skills.

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15. Are you bilingual? If so, which languages do you speak?      Yes              No

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16. State any additional qualifications or experience you believe will assist you in performing the duties of this position. \_\_\_\_\_

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17. Have you ever been discharged from a position or asked to resign under threat of discharge?

If so, please explain.      Yes                      No

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18. Have you ever pled guilty/no contest or been convicted for violation of any federal, state, county, or municipal law?      Yes                      No

If so, please give details. Do not include juvenile offenses, expunged matters, or minor traffic violations for which a fine of \$100 or less was imposed.

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19. Have you filed appropriate tax returns as required by federal, state, local, and **other** government authorities?      Yes                      No                      If not, please explain.

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20. Why do you want to work at the Federal Public Defender Office?

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21. Please attach your resume AND a sample of your work.

22. Please list three professional or personal references.

<u>Name</u>	<u>Personal or Professional</u>	<u>Phone Number</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

23. Please list your current (or most recent) annual salary or income: \_\_\_\_\_

24. What is your availability date? \_\_\_\_\_

**CERTIFICATION**

The information set forth in this job application is correct and complete.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

EQUAL OPPORTUNITY EMPLOYER  
NO PHONE CALLS OR FOLLOW-UP EMAILS PLEASE

**EMPLOYMENT REFERENCE CONSENT AND RELEASE**

Applicant Name: \_\_\_\_\_ SSN: \_\_\_\_\_

**I, \_\_\_\_\_, HEREBY GIVE CONSENT TO ANY AND ALL PRIOR EMPLOYERS OF MINE, OR MY CURRENT EMPLOYER, TO PROVIDE THE INFORMATION BELOW WITH REGARD TO MY EMPLOYMENT WITH THE PRIOR OR CURRENT EMPLOYERS TO THE FEDERAL PUBLIC DEFENDER OFFICE FOR THE EASTERN AND WESTERN DISTRICTS OF ARKANSAS.**

This consent is valid for a period of six (6) months from the date indicated below. A copy of this form shall serve as the original.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Instructions to Current/Former Employer**

The individual named above has applied for employment with the Federal Public Defender Office for the Eastern and Western Districts of Arkansas. Please respond candidly to the requests for information listed below, and return your written responses by U.S. Mail. This Consent and Release is intended to comply with Arkansas Act 1474 of 1999, an Act to provide current and former employers with protection for providing job information about current or former employees to prospective employers.

**PLEASE RETURN TO:** Lisa G. Peters, Federal Public Defender, 1401 W. Capitol Ave, Suite 490, Little Rock, AR 72201.

**Date and duration of employment:** \_\_\_\_\_

**Current or last rate of pay and wage history:** \_\_\_\_\_

**The details of the applicant's last written performance evaluation prepared prior to the date the applicant signed this consent (See date above):** \_\_\_\_\_

**Attendance history: (Excluding any qualifying leave under FMLA):** \_\_\_\_\_

\_\_\_\_\_

**Results of drug and/or alcohol tests administered within the last year:** \_\_\_\_\_

\_\_\_\_\_

**Details of any threats of violence, harassing acts, or threatening behavior related in any way to the workplace or directed at another employee:** \_\_\_\_\_

\_\_\_\_\_

Was his/her separation from employment  voluntary?  Involuntary?

Is this applicant eligible for rehire?  Yes  No

\_\_\_\_\_  
**Printed Name and Title of Employer Representative Providing Information** **Date**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Phone Number