



The Indiana Federal Community Defender (IFCD) is now taking applications for the position of Paralegal. IFCD is a 501(c)(3) corporation that represents indigent persons accused of federal crimes. Our office is committed to creating a diverse work environment and is proud to be an equal opportunity employer. We are not a federal agency though we do largely follow federal procedures and protocol. Employees enjoy generous benefits and work/life balance.

Job Description: The Reception Paralegal will provide litigation support to the Chief Federal Defender and Assistant Federal Defenders. Responsibilities will include: greeting clients and visitors, noting staff arrivals and departures, answering general inquiries and furnishing information to clients, members of the public, court personnel, etc., screening collect phone calls from incarcerated clients and directing calls appropriately, scheduling video visits and telephone calls with county jails and federal prisons, assisting attorneys with video conferencing technology, editing and proofreading documents, drafting and filing of electronic pleadings, maintaining case files, receiving and routing incoming mail and correspondence, ordering supplies, and assisting with office projects and trainings.

This position requires excellent skills in prioritization and organization, the ability to work both independently and collaboratively, and excellent communication skills. To succeed in this position you must be flexible and an adept multi-tasker.

Requirements and Qualifications: To qualify for this position, applicants must be a college graduate or hold a paralegal certificate. Computer proficiency in Microsoft Office Suite (Word, Excel, and PowerPoint) and Adobe Acrobat are required.

Salary: Starting salaries will be in the range of \$50,000 to \$70,000, highly dependent upon experience, with room for growth. We are proud to offer an excellent benefit package.

Application process: Please send your resume and cover letter to IFCD_Applications@fd.org. The email subject line must read: Reception Paralegal 2021. Position open until filled. Only those who are selected for an interview will be contacted. NO PHONE CALLS PLEASE.

**The IFCD is an equal opportunity employer.
Women and minorities are encouraged to apply.**