



The Indiana Federal Community Defender (IFCD) is now taking applications for the position of Case Management 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.

The core responsibilities of the Case Management Paralegal will include, but are not limited to:

- Review, save, and calendar daily docket entries for attorneys in the IFCD Office
- Communicate with the District Court regarding new arrests and hearings and prepare documents for those hearings for the duty day attorney
- Maintain knowledge of the case management system, open and close files in the case management system and manage physical files and on-site storage of closed cases
- Help inmates with matters including medical, commissary, and designation questions

The ideal candidate will:

- Have a bachelor's degree
- Have some knowledge of the criminal justice system, familiarity with the federal criminal court is a plus
- Be extremely detail oriented
- Be able to collaborate on a team
- Be committed to equal justice under the law
- Be willing at all times to strive toward cultural competence

Salary will be based upon experience, education, and skill consistent with federal guidelines and regulations. We are proud to offer an excellent benefit package.

Application for this position may be made by sending a resume to: IFCD_Applications@fd.org. You must put "Case Management Paralegal" in the subject line of your email in order to be considered.

Position open until filled. NO PHONE CALLS PLEASE.

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