

POSITION ANNOUNCEMENT
SOCIAL WORKER/PARALEGAL

POSITION #: 2016-1-LEGAL
ANNOUNCED: October 15, 2015
CLOSES: Priority given to Applications received by November 20, 2015

The Federal Public Defender for the Western District of Washington is seeking an experienced Social Worker/Paralegal in the Seattle office. Of foremost importance is an applicant's commitment to providing quality representation for indigent persons, advocating for clients' access to local resources, and ensuring that clients' needs are met and rights are upheld. The position provides an opportunity to work in a fast-paced, challenging, diverse, and rewarding environment. Employees enjoy generous benefits and access to work/life programs.

The successful applicant must have a Master's Degree in Social Work, Counseling, or Human Services and a minimum of three years of experience working with community organizations serving high risk client populations. One year of experience in the criminal justice or legal field is also required. Candidates are expected to be proficient with current computer software and internet research techniques. A valid Washington state driver's license is required for the position.

The Social Worker/Paralegal will assist the Defense Team with social work and paralegal-related tasks as directed by team attorneys. Duties will include developing and maintaining relationships with clients; preparing social histories; interviewing families, lay people and experts; writing informational memos and reports. Additional duties will include serving as a liaison with the Federal Probation Office, community outreach organizations, and social service providers; creating and maintaining a database of these partners' contact information; and travel to the Tacoma office and other areas within the Western District of Washington.

Essential for this position is the ability to manage a heavy caseload, work flexible hours, and travel occasionally. The ideal candidate will develop and maintain cooperative relationships with programs providing services for our clients, work well independently and as part of a team, possess personal integrity as well as excellent communication, interpersonal, and prioritization skills.

This is a full-time position with federal salary and benefits. The salary range is \$62,486 to \$105,243 depending on education and years of relevant experience consistent with federal guidelines and regulations. The position is dependent on federal funding and subject to mandatory Electronic Funds Transfer (direct deposit). Employment will be considered provisional pending the successful outcome of fingerprinting and a background check.

Qualified persons may apply by submitting a letter of interest, resume, and two work references (including names, addresses and telephone numbers). The position will be open until filled. Applications must be submitted as a PDF by email to:

Michael Filipovic
Federal Public Defender
Attn: Human Resources
wawpersonnel@fd.org

NO TELEPHONE OR E-MAIL INQUIRIES PLEASE

The Federal Public Defender is an equal opportunity employer.