

**LAW OFFICES OF THE FEDERAL PUBLIC DEFENDER
MIDDLE DISTRICT OF PENNSYLVANIA
POSITION ANNOUNCEMENT
PARALEGAL
(Capital Habeas Unit)**

The Office of the Federal Public Defender for the Middle District of Pennsylvania is accepting applications for the position of Paralegal for the Capital Habeas Unit in Harrisburg.

Job Description: A Capital Habeas Paralegal provides assistance to attorneys and investigators in the representation of state and federal death-sentenced inmates in federal habeas corpus proceedings. Typical paralegal duties include locating, collecting, compiling, reviewing and summarizing court, social, medical, and legal records; assisting attorneys and investigators in developing factual support for claims; identifying and discussing issues with attorneys and investigators regarding client representation; preparing for evidentiary hearings by organizing, coding, and summarizing information and documents; creating and maintaining client case files in both paper and electronic formats; and maintaining integrity of original documents.

Requirements and Qualifications: To qualify, an applicant must be a high school graduate or the equivalent and have three (3) years general experience and three (3) years of specialized experience, preferably in criminal, appellate and/or federal practice. Demonstrable proficiency in electronic case management; Adobe Acrobat Pro; Microsoft Word; and Microsoft Excel is required; CaseMap is highly desirable. The position requires knowledge of federal and state court systems and agencies and familiarity with federal habeas corpus or other post-conviction litigation and/or complex federal civil or criminal litigation. **Fluent in Spanish and/or experience with vulnerable or mentally ill populations is a plus.** Applicants must possess the ability to work in a team environment; communicate effectively both orally and in writing; be accurate and attentive to detail; compose correspondence independently; and organize work, set priorities, and meet critical deadlines. **This position may require working holiday, evening, and weekend hours and will require occasional travel.**

This is a full-time position with federal salary and benefits based on qualifications and experience. The salary range for paralegals in the Federal Judiciary Salary Plan is Grade 11 to 14. This position is subject to mandatory Electronic Funds Transfer (direct deposit) participation for receipt of net pay. The selected candidate will be subject to a background check as a condition of employment. The position will remain open until filled. Interested candidates should submit a cover letter and resume to:

Office of the Federal Public Defender
Capital Habeas Unit
Attn: Amanda Lebby
100 Chestnut Street, Suite 300
Harrisburg, PA 17101

Position is open until filled.
Priority consideration offered to applicants who respond by **Monday, November 19, 2018.**
Interviews for selected candidates will be held on December 4 - 5, 2018.
The anticipated start date is January 7, 2019.

No telephone calls or e-mail please.
The Federal Public Defender for the Middle District of Pennsylvania is an Equal Opportunity Employer.
Women and minorities are encouraged to apply.