



**POSITION ANNOUNCEMENT
PARALEGAL – CAPITAL HABEAS**

The Federal Public Defender for the Middle District of Pennsylvania is seeking a paralegal for the Capital Habeas Unit (CHU). This is a full time position in the Harrisburg office. The Capital Habeas Unit represents state and federal death-sentenced prisoners in federal habeas corpus proceedings.

RESPONSIBILITIES: A Capital Habeas Paralegal works closely with assigned client teams consisting of attorneys, investigators and other paralegals. Paralegals locate, collect, compile, review and summarize court, social, medical, and legal records to support guilt and penalty phase challenges. Paralegals work with attorneys and investigators to develop factual support for claims; identify and discuss issues with attorneys and investigators regarding client representation; prepare for evidentiary hearings by organizing, coding, and summarizing information and documents; create and maintain client case files in both paper and electronic formats; and maintain integrity of original documents.

REQUIREMENTS AND QUALIFICATIONS: A CHU paralegal must possess at least three (3) years general experience and three (3) years of specialized experience, preferably in criminal, appellate and/or federal practice. Secondary education may count toward the experience requirements. 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. **Fluency in Spanish is preferred. A proven commitment to public interest work and/or experience with individuals with mental health concerns is a plus.** Like all team members, paralegals maintain ongoing communication with clients through correspondence, phone calls and prison visits. Applicants must possess a valid driver license; the ability to work in a collaborative team environment; be accurate and attentive to detail; possess strong oral, written and interpersonal skills, independent and cooperative skills, and the ability to prioritize and meet critical deadlines. This position may require working holidays, evenings, and weekends and will require ongoing training and conference attendance as well as occasional case-related 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 (\$62,764 - \$137,425). 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. Candidates should submit a cover letter and résumé to:

Office of the Federal Public Defender
Capital Habeas Unit
Attn: CHU Paralegal
100 Chestnut Street, Third Floor
Harrisburg, PA 17101

OR: Amanda_Lebby@fd.org in .pdf format

**Position is open until filled, with priority consideration to applicants
who respond by **Wednesday, August 21, 2019.****