



FEDERAL PUBLIC
DEFENDER
MIDDLE DISTRICT OF PENNSYLVANIA

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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.

Our office is comprised of 50 dedicated advocates fighting for social, racial and criminal justice through our complementary roles as paralegals, investigators, attorneys, administrative support, and computer service technicians. We strive to achieve our mission to honor, defend and lead through our core values: collaboration, compassion, dedication, diversity, grace, inspiration and support. We are dedicated to supporting the well-being of our colleagues and, in turn, improving representation of our clients, through our diversity and inclusion, multidisciplinary internship, and wellness committees.

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 Capital Habeas 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. An exceptional candidate without sufficient specialized experience may qualify as an Assistant Paralegal. Proficiency in electronic, voluminous data 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; familiarity with federal habeas corpus or other post-conviction litigation and/or complex federal litigation is helpful. **Fluency in Spanish is strongly preferred.** Like all team members, paralegals maintain ongoing communication with clients through correspondence, phone calls and prison visits. **A proven commitment to public interest work and experience with individuals with mental health concerns are essential.** This position may require working holidays, evenings, and weekends and will require ongoing training and conference attendance as well as occasional case-related travel. Applicants must possess a valid driver license, be accurate and attentive to detail, possess strong oral, written and interpersonal skills, work autonomously and cooperatively, and prioritize projects to meet critical deadlines. If you are driven by the

values that define our outstanding paralegals: collaboration, empathy, growth mindset, independence, reliability, resourcefulness, teamwork, and versatility, we want to meet you.

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 (\$65,346 - \$143,074). 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
Friday, November 19, 2021. The preferred start date is January 3, 2022.**

The Federal Public Defender for the Middle District of Pennsylvania is an Equal Opportunity Employer, committed to sustaining a diverse workforce and culture of belonging for all employees. Women and other minorities are encouraged to apply.