

POSITION ANNOUNCEMENT

PARALEGAL, FEDERAL CAPITAL HABEAS PROJECT

The Federal Capital Habeas Project (“The Project”), a program of the Federal Public Defender System, seeks a Paralegal. The position will be located in the Office of the Federal Public Defender for the District of Maryland in Greenbelt, near Washington, DC.

The Project was started in 2006 to provide litigation and other support to post-conviction lawyers for the growing number of prisoners on federal death row.

The Paralegal will work closely with Director Ruth Friedman as well as with the other attorneys on the Project to provide paralegal support services to Project staff, including staff who work in other defender offices around the country. The Paralegal will also provide a significant amount of administrative support to Project staff.

Responsibilities will include:

1. Collecting and organizing data pertaining to all federal capital prisoners, particularly those entering post-conviction litigation;
2. Tracking the progress of federal capital case litigation and maintaining an electronic database of litigation documents and other records on each case;
3. Arranging all travel, meetings and conference calls for Project staff with consulting counsel, prisoners, courts, and others;
4. Assisting in administration of the Project’s training programs, including preparation of written materials for distribution;
5. Assisting in management of case documents for any direct representation the Project undertakes, as well as for cases on which the Project is consulting, including preparation of case files, and organizing and indexing discovery, evidence, and exhibits for use in litigation;
6. Assisting in establishing, publishing and disseminating a regular Project newsletter to be distributed to consulting attorneys;
7. Ensuring compliance with all reporting requirements of the Administrative Office of the Courts, including budgetary, travel-related, and case-tracking reports;
8. Assisting in proof-reading and cite-checking pleadings, Project correspondence, and filing;

9. Performing all other assigned duties.

The ideal candidate will have a bachelor's degree, substantial experience working in a legal setting managing large files and electronic data, good research and writing skills, excellent organizational skills, excellent interpersonal skills, and an interest in criminal defense and/or capital defense work. Experience working with criminal defendants is preferred but not required.

Salary will be determined by experience in accordance with established federal pay scales.

Email applications are preferred. No phone calls please. To be considered, please submit (1) a resume and (2) cover letter; (3) a writing sample; and (4) the names of three references to John Nidiry at John_Nidiry@fd.org or John Nidiry, Federal Capital Habeas Project, Office of the Federal Public Defender for the District of Maryland, 6411 Ivy Lane, Suite 710, Greenbelt, Maryland 20770-4510. Applications will be accepted until position is filled. Women and people of color are encouraged to apply.

The Federal Defender follows the Employee Dispute Resolution Plan of the United States Court of Appeals for the Fourth Circuit. Successful candidate will be subject to a background check and an FBI fingerprint check.