

**LAW OFFICES OF THE FEDERAL PUBLIC DEFENDER
MIDDLE DISTRICT OF PENNSYLVANIA**

**POSITION ANNOUNCEMENT
PARALEGAL
(Capital Habeas Unit)**

The office of the Federal Defender for the Middle District of Pennsylvania is accepting applications for the position of Paralegal for its Capital Habeas Unit. This is a full-time position located in Harrisburg. The Unit represents death-sentenced prisoners in federal habeas corpus evidentiary and appellate proceedings.

A Capital Habeas Paralegal is expected to provide a high degree of assistance to attorneys and investigators. Typical paralegal duties include performing factual research; locating, collecting, compiling, and summarizing gathered information including court, social, medical and legal records; assisting attorney and investigator in developing factual support for claims; identifying and discussing issues with attorney and investigator regarding client representation; preparing for evidentiary hearings by organizing, coding, and summarizing information and documents; preparing witness and document lists; maintaining case files and databases; entering information into databases for access by attorney and investigator; operating computerized system for managing documents and gathering and tracking client information; and maintaining integrity of original documents.

Applicants must possess one year paralegal experience or education in a legal or paralegal curriculum. Computer literacy, including knowledge of WordPerfect 9.0 for Windows and computer assisted legal research (CALR) is required. Applicants are expected to possess research skills; computer proficiency; knowledge of basic legal concepts, terminology, and format of documents. The position also 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. Applicants must also 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. Previous experience with capital cases preferred. Fluent in Spanish a plus. **This position may require working holiday, evening, and weekend hours and may require travel.**

This is a full-time position with federal salary and benefits based on qualifications and experience. Salary will be based on years of experience consistent with federal guidelines and regulations. This position is subject to mandatory Electronic Funds Transfer (direct deposit) participation for payment 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:

Lisa Zerby, Administrative Officer
Federal Public Defender's Office
Attn: Paralegal
100 Chestnut Street, Suite 306
Harrisburg, PA 17101

No telephone calls or e-mails please.

The Federal Public Defender for the Middle District of Pennsylvania is an Equal Opportunity Employer.
Women and minorities are encouraged to apply.