OFFICE OF THE FEDERAL DEFENDER
Eastern District of California
801 I Street, 3rd Floor
Sacramento, California 95814-2510

HEATHER E. WILLIAMS
Federal Defender

BENJAMIN D. GALLOWAY
Chief Assistant Defender

KELLY L. CULSHAW
Supervisor, Capital
Habeas Unit

Position Announcement No. 18-007

Position: **Assistant Paralegal** Location: Sacramento, CA
Deadline: May 16, 2018

Who We Are
The Federal Public Defender's Office, Eastern District of California Capital Habeas Unit (CHU) is home to a dedicated team of attorneys, investigators, paralegals, and assistant paralegals who advocate for indigent prisoners sentenced to death. Our staff has extensive and diverse experience in life, law, and capital habeas litigation. Skilled collaboration, strategic litigation, compassionate representation, and unique approaches to issues affecting our clients are among the values reflected in our CHU.

The Job
Assistant Paralegals handle vital litigation tasks, including: general case preparation, case file maintenance, coordinating experts and witnesses, client communication, calendar and docket control, assistance in preparing and filing legal briefs, and document retrieval. Responsibilities include telephone and reception assistance, and other administrative tasks. This position may require work on holidays, evenings, and weekends.

Our Ideal Candidate
Our ideal candidate has strong communication skills, works well in teams, is an effective organizer, has an eye for detail, and demonstrates compassion for our clients and an understanding of the work we do. You must have at least a high school diploma, prior legal assistant or paralegal experience, and experience with MS Word. Strong technology skills are a must. Experience with Adobe Acrobat Professional, CaseMap, Lexis, and Westlaw is a plus. The Federal Defender strives for staff diversity and plurality, encouraging women, minorities, individuals with disabilities, and veterans to apply.

Salary and Benefits
This is a full-time permanent position. Federal government benefits apply, including retirement; health, life and long-term insurances; a thrift savings program; and flexible spending accounts. Direct deposit of pay required. Federal Defender employees are considered "at-will" and are not covered by the Civil Service Reform Act. Must be a U.S. citizen or a permanent resident in the process of applying for citizenship. Selected candidate will be subject to background check as an employment condition.

How to Apply
Email your cover letter, résumé, three references, and a completed *Application for Judicial Branch Employment* form (AO78) at http://www.cae-fpd.org/AO_78.pdf, to cae_hr@fd.org.

The Office of the Federal Defender is an equal opportunity employer. We encourage all qualified applicants - without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law - to apply. This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.