

**PARALEGAL
FEDERAL CAPITAL HABEAS PROJECT**

The Federal Capital Habeas (“§ 2255”) Project, a Federal Public Defender program created to ensure federal death row prisoners receive quality legal representation in post-conviction proceedings, seeks a Paralegal for a position in Greenbelt, MD, just outside Washington, D.C.

The Project Paralegal will work closely with the § 2255 Project Director and the Project’s seven other staff members. Responsibilities will include collecting and updating data on prisoners’ post-conviction cases; organizing, reviewing, and summarizing voluminous files; requesting life history records from different agencies; conducting research on a variety of issues; and providing additional support as needs arise.

This position requires an individual who can work and follow through on projects independently; has strong interpersonal skills; is able to manage multiple tasks simultaneously; and pays attention to detail. The ideal candidate will have a bachelor’s degree or paralegal training with experience in complex litigation; exceptional organizational skills; excellent research and writing abilities; and a working knowledge of typical office computer applications. Applicants should work well with a team and have a commitment to capital defense.

Salary commensurate with experience. Federal benefits package. Applications will be considered until the position is filled. Initial application review will begin on May 14, 2018.

Please submit (1) a cover letter; (2) a resume; and (3) three references via email to Markeete.Lewis@fd.org. Successful candidate will be subject to background and FBI fingerprint check. The Federal Public Defender is an equal opportunity employer. Women and people of color are encouraged to apply.

<https://2255.capdefnet.org/Overview/Federal-Capital-Habeas-Project>