

FEDERAL PUBLIC DEFENDER
WESTERN DISTRICT OF MISSOURI
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POSITION ANNOUNCEMENT
CHU PARALEGAL

The Federal Public Defender for the Western District of Missouri is accepting applications for the position of a full-time paralegal for the Capital Habeas Unit stationed in Kansas City. The Federal Public Defender operates under authority of Title 18, United States Code, Sections 3006A(g)(2)(A), to provide legal services by court appointment to individuals unable to afford counsel. The Capital Habeas Unit of the Federal Public Defender's Office represents men and women under a sentence of death.

Requirements: To qualify a person must be a high school graduate or equivalent and have at least three years of general experience and three years of specialized experience; some higher education may be substituted for specialized experience. Bachelor's degree preferred. **Personal-computer, advanced word-processing skills and law-office experience are required. Law office experience in a criminal defense firm preferred.** Computer literacy and experience with Word, Adobe Acrobat, Microsoft Excel, CaseMap, Westlaw and Lexis is required, use of PowerPoint, Trial Director, and Summation is preferred.

Duties: The Paralegal provides assistance in the representation of death sentenced clients in federal habeas corpus proceedings. Duties include, but are not limited to, word processing support, litigation support (both in and out of court), case preparation, maintenance of files, organizing and indexing discovery, evidence and exhibits, as well as locating and retrieving documents, information and records from outside sources, client communication, and assisting in investigations.

Salary and Benefits: The starting salary for the paralegal position will be fixed commensurate with the experience and qualifications of the applicant within a range of JSP 11, Step 1, to JSP 13, Step 1, and currently yielding \$61,605 to \$87,804 per annum. The position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. The position does include regular Government employee benefits including health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit). All positions are at will and are subject to the availability of funds.

Background Checks: The selected candidate will be subject to a background check or investigation as a condition of employment. Employment will be considered provisional until a satisfactory background check and favorable suitability determination is confirmed.

How to Apply: Qualified persons may apply by sending via email a letter of interest and resume in pdf format to: fpdmow@gmail.com

The Federal Public Defender for the Western District of Missouri is an Equal Opportunity Employer. Women, minorities, and individuals with disabilities, are encouraged to apply.

Closing date to submit application material is May 21, 2018