

**CAPITAL HABEAS UNIT - PARALEGAL**

**VACANCY #:** 2019-05  
**ANNOUNCED:** July 2, 2019  
**CLOSES:** July 16, 2019 or when filled

The office of the Federal Defender for the Western District of Pennsylvania is accepting applications for the position of **Paralegal for its Capital Habeas Unit in Pittsburgh**. A capital habeas Paralegal is expected to provide assistance to attorneys and investigators in the representation of state death-sentenced inmates in federal habeas corpus proceedings. The paralegal is an integral member of the capital litigation team, and must be able to collaborate and communicate effectively with attorneys, investigators, outside institutions, consultants, and clients.

**Job Description:** Duties include extensive document gathering from a vast array of sources, reviewing, analyzing and indexing documents, and maintaining document management database and traditional paper files. The position requires extensive use of the following computer software: Adobe Professional, CaseMap, MS Word, and IBM (Lotus) Notes. Applicants should possess advanced skills using these programs or their equivalents.

**Requirements and Qualifications:** Applicants must be well organized, accurate, attentive to detail, and able to set priorities and meet critical deadlines. Previous experience with capital cases or other complex litigation is preferred. Must be able to travel and occasionally work non-traditional hours.

**Salary and Benefits:** This is a full-time position with federal salary and benefits based on qualifications and experience. The position is in the excepted service and does not have the tenure rights of the competitive Civil Service, however the position does carry regular government employment benefits including health and life insurance, retirement, and the Thrift Savings Plan. The starting salary range is \$52,858 - 107,712, and 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. Applicants must be a U.S. Citizen or a permanent resident applying for citizenship and eligible to work in the United States.

**Application Information:** Qualified applicants should submit a letter of interest and detailed resume *in one Adobe pdf document* by email to: [paw\\_employment@fd.org](mailto:paw_employment@fd.org), using the subject line "2019-05".

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This Office is an Equal Opportunity Employer. Women and minorities are encouraged to apply.  
Hiring for this position is dependent upon availability of funding.  
One or more positions may be filled from this posting.  
Only those candidates selected for an interview will be contacted. No telephone calls please.