POSITION ANNOUNCEMENT #15-003
SUPERVISING ASSISTANT FEDERAL DEFENDER – CAPITAL HABEAS UNIT

The Office of the Federal Defender for the Eastern District of California is now accepting applications for the position of Supervising Assistant Federal Defender for its Capital Habeas Unit in the Sacramento Office. The Capital Habeas Unit (CHU) is responsible for representing California death row inmates in habeas corpus proceedings at the federal level.

Duties include supervising attorneys and support staff, communicating in a supervisory capacity; acting as liaison to the court and other case and issue related agencies; attending to internal problems, and overseeing staff personnel actions as required. In addition, the CHU Supervisor manages an extensive caseload where cases are at various litigation stages. This management includes reviewing, researching and drafting pleadings, briefs, and motions; conducting evidentiary hearings; reviewing large case files (pleadings, transcripts, law enforcement and expert reports, investigation notes, etc.) to identify issues, further investigation, experts, etc.; developing litigation strategies; meeting with our death row clients, with experts, witnesses, family members, and other relevant parties to gather evidence to formulate case strategies; and supervising litigation teams of attorneys, investigators, paralegals, and secretaries/legal assistants. May require working holidays, evening and weekend hours. Requires frequent travel within the United States.

All applicants must either be admitted to and in good standing with the California State Bar, or be a member in good standing of another state's bar and be willing to take and able to pass the California bar examination within the next two offerings after employment begins, with admission to the California State Bar within two years after employment starts. Applicants must have strong writing and advocacy skills, a demonstrated commitment to indigent capital defense, the ability to work in a team environment, and must possess effective organization skills including the ability to set and achieve priorities. J.D. degree and ten years of attorney experience required. Ten years of exclusively or primarily capital defense and/or state and/or federal post-conviction litigation experience strongly preferred. This is a full-time permanent position. Federal government benefits apply, including retirement, health, life and long-term insurances, thrift savings program and flexible spending accounts. Direct deposit of pay required.

Employees of the Federal Defender are considered “at-will” employees 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 condition of employment.

To apply, send cover letter, résumé, three references, writing sample and a completed Application for Judicial Branch Employment form (AO78), http://www.cae-fpd.org/AO_78.pdf, to:

Office of the Federal Defender  
Eastern District of California  
ATTN: PERSONNEL  
801 I Street, 3rd Floor  
Sacramento, CA 95814

This position is open until filled. Priority consideration will be given to applications received by February 27, 2015.

The Office of the Federal Defender is an equal opportunity employer. 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.

2/2/2015