

FEDERAL PUBLIC DEFENDER
CENTRAL DISTRICT OF CALIFORNIA
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POSITION ANNOUNCEMENT

PARALEGAL, CAPITAL HABEAS UNIT

The Office of the Federal Public Defender for the Central District of California is accepting applications for a full-time Paralegal position for its Capital Habeas Unit. A Capital Habeas Paralegal provides litigation support to attorneys and investigators in the representation of death-sentenced prisoners in federal and state habeas corpus litigation proceedings, as well as noncapital habeas inmates and federal criminal defendants.

Applicants for the position of Paralegal must have strong organizational and analytical skills, strong legal research and writing skills, and have the ability to work on a team. Applicants must have at least 3-5 years of paralegal experience under the direct supervision of attorneys, preferably in complex civil or criminal litigation. Applicants must be able to write clearly and communicate interrelated concepts and ideas effectively. Experience with online research databases (i.e. Lexis) and document management databases (i.e. Summation) strongly preferred. Paralegal Certificate from ABA-approved program and college degree strongly preferred.

This is a full-time permanent position with federal salary and benefits based on qualifications and experience. These positions are subject to mandatory EFT participation for payment of net pay. Salary will be commensurate with experience.

Qualified applicants should send a letter of interest, resume, representative writing sample, salary history, and the names of at least three references to:

Jesse Wallis, Chief Paralegal
Capital Habeas Unit
Office of the Federal Public Defender
321 East Second Street
Los Angeles, California, 90012-4206

Applications will also be accepted by electronic mail so long as the document(s) are signed, and in PDF format. Please e-mail to Jesse_Wallis@fd.org, with the following in the subject line: CAPITAL HABEAS PARALEGAL APPLICATION. Application packages will be accepted until the position is filled.

NO TELEPHONE CALLS OR FACSIMILES PLEASE.

THE OFFICE OF THE FEDERAL PUBLIC DEFENDER IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES, AND INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.