

POSITION ANNOUNCEMENT

ADMINISTRATIVE ASSISTANT, FEDERAL CAPITAL HABEAS PROJECT

The Federal Capital Habeas Project (the “§ 2255 Project”), a program of the Federal Public Defender system created to ensure prisoners on federal death row in post-conviction proceedings receive high quality legal representation, seeks a highly motivated and skilled Administrative Assistant. The position will be in Greenbelt, MD, just outside of DC. The office is close to the Greenbelt metro with free shuttle service.

The Administrative Assistant will work closely with the § 2255 Project Director and Project staff providing administrative support. This will include: managing day-to-day scheduling; coordinating travel and reimbursement for eight Project staff; producing and organizing pleadings; preparing financial and other reports; administering contracts with outside experts; organizing conferences; and generally supporting Project lawyers, paralegal and mitigation specialist.

The ideal candidate will have the ability to work as part of a team and excellent organizational skills; exceptional communication skills; working knowledge of typical office computer applications (including MS Word and Excel and a willingness to learn Access); and a genuine interest in indigent defense and/or capital defense work. The candidate must possess great attention to detail; have the ability to work independently with strong follow-through skills; meet short deadlines; and perform well while managing multiple tasks simultaneously in a pressured environment. A bachelor’s degree is preferred; a commitment of at least two years is required. Salary commensurate with experience.

To be considered, please submit a cover letter, resume and three references via email to Elizabeth.Luck@fd.org. No telephone calls please.

Applications accepted until position filled. Initial application review will begin September 17, 2018. Women and people of color encouraged to apply.

The Federal Defender follows the Employee Dispute Resolution Plan of the U.S. Court of Appeals for the Fourth Circuit. Successful background check required.