

**Federal Public Defender Office
Middle District of Florida**

Position Title: Paralegal – Capital Habeas Unit #2020-011

Duty Station: Tampa, Florida

The Federal Public Defender for the Middle District of Florida is accepting applications for the position of Paralegal for the Capital Habeas Unit. The Unit represents state death sentenced individuals in all stages of federal habeas proceedings.

Duties: The CHU Paralegal is an important part of the litigation team that assists prisoners in all stages of federal capital habeas corpus proceedings. Duties include providing litigation support on complex cases; gathering, organizing and analyzing records relating to the offense and the client's life history; supporting/conducting investigations; and assisting in the development of mitigation evidence. The CHU Paralegal is also expected to synthesize information about each case and assist in the development of further investigative and litigation approaches. The CHU paralegal will work with the client, the attorneys and the investigators as an integral part of the team.

Qualifications: Candidates must possess strong analytical abilities and be able to understand and manage complex factual and legal issues. Candidates must have strong interpersonal skills and solid oral and written communication skills. Candidates should possess a demonstrated commitment to social justice and/or indigent defense. Candidates with capital and/or federal habeas experience or paralegal experience in other complex areas of the law are strongly preferred. Experience in the areas of social work or mental health is helpful. Education above the high school level from an accredited institution may be substituted for a portion of the applicants' general or specialized experience. Proficiency in litigation support and case management software such as ISYS and CaseMap is strongly preferred. Computer literacy, including knowledge of Microsoft Office (Word, Power Point, Excel, etc.) Adobe Acrobat, and experience with computer-assisted research is strongly preferred. Experience with Word Perfect 12 and X4 for Windows is required. Candidates must possess a valid driver's license. Ability to work long hours, weekends and holidays as needed. The successful candidate will also have a demonstrated work history of dependability and responsibility, and the ability to be a team player. Employment is subject to a satisfactory background investigation, including but not limited to an FBI name and fingerprint check.

Grade/Salary Range: Grade 11-14. \$64,009 - \$140,146.

The position is open until filled. Interviews for this position will begin on or after April 6, 2020. Send PDF format of a cover letter, a resume and names of three professional references via email to:

**Federal Public Defender Office
Attn: Martha Lugo Martha_Lugo@fd.org**

All emailed documents must be in PDF format. Documents emailed in Word/WP, HTML, TIFF or links to web sites will not be considered. Phone inquiries can be directed to Personnel Administrator, Martha Lugo at (813) 514-4215.

The Federal Defender's Office (FDO) is a branch of the U.S. Courts, an Equal Opportunity Employer, and operates under authority of the Criminal Justice Act, 18 U.S.C. Section 3006A, to provide indigent defense services in federal criminal cases and related matters in the federal courts. This is Excepted Service Employment with Federal Government Benefits. Salary is based on Experience. This position is subject to mandatory Electronic Funds Transfer (Direct Deposit) of federal salary payment. Only qualified applicants will be considered for this position. Applicants must be U.S. Citizens or eligible to work in and for the United States. Applicants selected for interviews must travel at their own expense. This position is subject to a background investigation; therefore, the successful applicant will undergo a mandatory criminal background check investigation, which will include the completion of fingerprint checks. The FDO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify Personnel Administrator, Martha Lugo at (813) 514-4215. The decision on granting reasonable accommodations will be made on a case by case basis.

POSTING DATE: March 13, 2020 to Open until Filled.