

Position Announcement
Capital Resource Counsel Paralegal
(with an emphasis in administrative skills and experience)

The Capital Resource Counsel Project (CRCP) is accepting applications for the position of CRCP Paralegal. This paralegal position will have significant Project administration responsibilities and will assist and advise the CRCP Director on a variety of administrative and management issues and work closely with the Federal Public Defender administrative host office.

Job Description:

The CRCP and the Federal Death Penalty Resource Counsel (“FDPRC”) are the capital trial projects of the Defender Services Office of the Administrative Office of the United States Courts. These projects support defense teams in providing high quality representation in federal capital prosecutions.

The CRCP is hosted by a Federal Public Defender office which provides administrative support and oversight. The Paralegal will assist and advise the CRCP Director in: (1) financial and budget management and analysis, accounting systems and controls, and contracting; (2) planning and developing personnel policies and procedures, staff recruitment and selection, human resources training and development, compensation and benefits program management; and (3) management of property and procurement activities. The Paralegal will coordinate the work of CRCP with the Federal Public Defender administrative host office. The Paralegal may be based in any federal defender organization in the United States (contingent upon identifying and in coordination with an appropriate office) and will work independently on projects with the CRCP Director and staff (currently based in California, New York, North Carolina, Oregon, Texas, and Washington).

Requirements and Qualifications: Applicant must be a high school graduate or the equivalent, and have experience in administrative management principles, practices, methods and techniques, and knowledge of fiscal processes including budget preparation and management, office automation, procurement, contracting, and personnel management. Experience in a legal office preferred. Applicants must be able to learn new skills quickly, work in a team environment, communicate effectively orally and in writing, be accurate and attentive to detail, set priorities, and meet critical deadlines.

This is a full-time position with federal salary and benefits based on qualifications and 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 successful applicant will be subject to a background check as a condition of employment.

The position will remain open until filled. Applicants should submit a letter of interest and resume, with references, in a single PDF document via email with the subject line “CRCP Paralegal application” to:

Attn: Lisa Zerby, Administrative Officer
Office of the Federal Public Defender for the Middle District of Pennsylvania
Lisa_Zerby@fd.org

Position is open until filled. Priority consideration offered to those applicants who respond by Friday, July 2, 2021. The successful candidate must be able to start in October 2021.

No telephone calls or e-mails please.
The Capital Resource Counsel Project is an Equal Opportunity Employer.
Women, people of color, and Spanish-speaking individuals are encouraged to apply.