POSITION ANNOUNCEMENT 19-17
Legal Assistant - Capital Habeas Unit
Office of the Federal Public Defender
District of Arizona
Phoenix

THE FEDERAL PUBLIC DEFENDER for the District of Arizona is accepting applications for the position of a full-time legal assistant to be stationed in Phoenix. The Federal Public Defender operates under authority of Title 18, United States Code, Section 3006A(g)(2)(A), to provide federal criminal defense services by court appointment to individuals unable to afford counsel. The staff of the Capital Habeas Unit represents men and women under a sentence of death.

Requirements. To qualify for a legal assistant position, a person must be a high-school graduate or equivalent and have at least two years of general experience and one year of specialized experience. Some higher education may be substituted for experience. Law office experience, computer literacy, advanced word-processing skills, and proficiency in Microsoft Word, Microsoft Outlook, Adobe Acrobat, and Microsoft Excel, are required. Employment is subject to a satisfactory background investigation. U.S. Citizenship is required.

Duties. The legal assistant provides clerical support to attorneys, paralegals, and investigators in the representation of death-sentenced clients in federal habeas corpus proceedings. This is a high volume, high stress appellate practice and the successful candidate will possess excellent communication and interpersonal skills and will be self-motivated. Knowledge of federal court rules, practices, and case docketing is desired. Duties include, but are not limited to, preparing and filing of complex and lengthy pleadings, including motions, briefs, memoranda and case-related forms; assisting with case-file management; maintaining internal dockets and calendars; facilitating client contact and correspondence; and performing all other duties as assigned. This position requires attention to detail, proofreading skills, and a commitment to excellence. The full Position Qualifications Statement and Position Description are available for inspection in this office.

Salary and Benefits. The starting salary range for the legal assistant is commensurate with the experience and qualifications of the applicant and currently fixed at Grade 6, Step 1, yielding $39,128 per annum to Grade 8, Step 1, yielding, $48,155. This position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. The position does include regular Government employee benefits including health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit). All positions are at-will and subject to availability of funds.

How to Apply. Qualified persons may apply by sending via e-mail a letter of interest and resume to the Personnel Administrator, Federal Public Defender, District of Arizona, at HR@fpdaz.org. (Letter of interest and references must be included). Position announced August 9, 2019; open until filled.

The Office of the Federal Public Defender is an equal-opportunity employer. Women, minorities and individuals with disabilities are encouraged to apply.