



## FEDERAL PUBLIC DEFENDER EASTERN DISTRICT OF ARKANSAS

### VACANCY ANNOUNCEMENT 2024-04 PARALEGAL CAPITAL HABEAS UNIT

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The Federal Public Defender for the Eastern District of Arkansas is accepting applications for a full-time Paralegal position with an emphasis in litigation support in its Capital Habeas Unit. This unit represents death sentenced individuals in all stages of federal habeas proceedings. Our office mission requires that each employee embrace our core values of compassion, courage, competency, creativity, and collaboration.

**Duties:** The Paralegal team member's duties include, but are not limited to: providing litigation support on complex cases; gathering, organizing and analyzing records relating to the offense and the client's life history; synthesizing information about each case and developing research; maintaining electronic discovery; administering and producing reports; assisting attorneys in all aspects of case preparation; maintaining software platforms in various programs; notarizing documents; submitting document requests to varied agencies and preparing appellate briefs to the appropriate courts.

**Requirements:** Candidates should possess strong analytical abilities and solid oral and written communication skills and be comfortable talking directly with clients over the phone. Prior capital and/or federal habeas experience or paralegal experience in complex areas of the law strongly preferred. Education above the high school level from an accredited institution may be substituted for a portion of the applicant's general or specialized experience. Candidates who are proficient in litigation support and case management software, such as *CaseMap*, and who possess a high degree of computer literacy in Microsoft Office, Adobe Acrobat, and experience with computer-assisted research is a plus. You must have the ability to work weekends and holidays as needed.

**Salary/Benefits:** This is a full-time, at-will position. Salary is commensurate with experience and qualifications. Benefits include health and life insurance, retirement, and the Thrift Savings Plan. Direct deposit required.

**How to Apply:** Qualified applicants should email a letter of interest and resume that includes references to Caletta Jones, [caletta\\_jones@fd.org](mailto:caletta_jones@fd.org). Documents submitted by **May 24, 2024**, will be given priority consideration. The final candidate will be subject to a background check as required by the United States Courts. Employees are considered at-will and are not covered by the Civil Service Reform Act.

**EQUAL OPPORTUNITY EMPLOYER  
NO PHONE CALLS OR FOLLOW-UP EMAILS  
POSITION ANNOUNCED APRIL 29, 2024  
OPEN UNTIL FILLED**