

Position Announcement
Capital Resource Counsel Project Paralegal

The Capital Resource Counsel Project (CRCP) is accepting applications for the position of Paralegal. The Paralegal may be based in any federal defender organization in the United States (contingent on identifying an appropriate host office). The CRCP Paralegal will work independently on projects with staff based in other locations unless the Paralegal is based in the same office as another CRCP staff member (currently based in New York, Oregon, South Carolina, and Texas, among other locations). CRCP and FDP/CRCP staff are in regular daily contact by email, telephone, and / or video-conference.

Job Description: The Capital Resource Counsel Project (CRCP) works in close coordination with the Federal Death Penalty Resource Counsel Project (FDP/CRCP). These projects are programs of the Defender Services Office of the Administrative Office of the United States Courts, designed to assist the federal courts, federal defenders, and appointed counsel in connection with matters related to the defense function in federal capital prosecutions. CRCP attorneys and a mitigation specialist coordinate and provide expert advice, assistance and training to Federal Defender Organization (FDO) attorneys, appointed counsel, and other attorneys regarding the representation of persons charged with federal capital crimes, and represent persons charged in federal capital cases as co-counsel with FDO attorneys or Criminal Justice Act (CJA) panel attorneys.

The Paralegal position will provide support and assistance to the attorneys and mitigation specialist in CRCP and assist in providing training and support to federal capital defense teams. Typical paralegal duties will include general case consultation and case management support, litigation and training support, providing paralegal case organization and team communication best-practices to federal capital defense teams, and administrative support for CRCP staff. Please see the attached Defender Organization Classification System (DOCS) description of the Paralegal position.

Requirements and Qualifications: To qualify, an applicant must be a high school graduate or the equivalent and have three (3) years general experience and three (3) years of specialized experience, preferably in criminal, appellate and / or complex litigation practice. Demonstrable proficiency in electronic case management; Adobe Acrobat Pro; Microsoft Word; and Microsoft Excel is required. Applicants must possess the ability to work in a team environment; communicate effectively both orally and in writing; be accurate and attentive to detail; compose correspondence independently; and organize work, set priorities, and meet critical deadlines.

This position will require work on holidays, evenings, and weekends, as the nature of the work require. The position will require travel.

This is a full-time position with federal salary and benefits based on qualifications and experience. Salary will be based on years of 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 selected candidate will be subject to a background check as a condition of employment. The position will remain open until filled. Interested candidates should submit a cover letter and resume in a single Portable Document Format (PDF) document via email with the subject line "CRCP Paralegal application" to:

Capital Resource Counsel Project
Attn: Anna Jenó
anna.jeno@crcproject.org

Position is open until filled. Priority consideration offered to those applicants who respond by Monday, April 30, 2018.

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.

CAPITAL RESOURCE COUNSEL PARALEGAL

A. DEFINITION

The Capital Resource Counsel (CRC) Paralegal collects and manages information relevant to trial-level capital cases and assists CRC in providing case-consultation and litigation support to capital defense teams.

B. PRIMARY JOB DUTIES

The CRC Paralegal performs tasks such as the following:

1. General Case Consultation and Case Management:
 - a. Reviews case pleadings and documents, performs initial organization and analysis of case, prepares case-consultation materials (computer system and case binders to organize and maintain case-consultation materials and communication).
 - b. Develops and updates case analysis database (utilizing Casemap and related computer programs).
 - c. Reviews, processes, and analyzes discovery, mitigation, and investigation records, pleadings and related defense team work-product, and produces annotated digests, indexes, and related case analysis documents.
 - d. Develops and maintains computer folder and file organization schemes to store defense team documents and work-product in a secure computer hosted system to facilitate team member access, collaboration, and sharing work-product and records.
 - e. Develops and maintains “project management” computer system facilitating defense team communication, collaboration, and task item accountability.
 - f. Provides assistance to CRC in the creation and maintenance of training materials and related “best-practices” sample case preparation documents and materials (e.g. “master documents” library providing sample case preparation documents and templates including Case Contact List, People “Cast of Characters” List, Digest of Discovery Materials, Social History Chronology, Crime Chronology, Records Request Log, Pleadings Index, and To-Do List).
 - g. Provides assistance to CRC in projects related to gathering and analyzing data on different aspects of federal capital cases to assist in ongoing litigation efforts (e.g. “Capital Case Voir Dire Project” in which the analysis of transcripts, juror questionnaires, and related documents from all capital cases tried in 2009, 2010, and going forward are used to support litigation efforts in pending cases, and a “Race and Federal Death Penalty Project” in which the Jury Plans from all federal districts are being gathered and demographic data analyzed to support various petit and grand jury challenges).

- h. Researches PACER (Public Access to Court Electronic Records) docket and deadlines to monitor activity in assigned cases, updating case list and calendar and downloading and analyzing substantive pleadings.
 - i. Reviews and updates records requests and returns to ensure records from all possible sources have been requested, obtained, and digested by the team.
 - j. Obtains and updates expert witness information.
 - k. Provides assistance to CRC in drafting pleadings, correspondence, and case-related documents.
 - l. Provides assistance to CRC in conducting legal research regarding issues identified by CRC.
 - m. Verifies citations and statutory references contained in legal documents.
 - n. Prepares draft responses to correspondence.
 - o. Reviews records and requests new information based on analysis.
 - p. Reviews and annotates transcripts as requested by CRC.
 - q. Conducts criminal history analysis.
 - r. Utilizes a variety of automated legal research tools and public information databases.
 - s. Provides administrative assistance to CRC in preparing training materials, maintaining and organizing case consultation efforts, preparing and updating administrative reports and forms, and updating the calendar.
 - t. Assists with preparation of mega-case budgets.
2. Litigation and Training Support:
- a. Drafts exhibits, affidavits, and legal documents as requested by CRC.
 - b. Files documents with court electronically or on paper if conventional filing is required.
 - c. Proofreads correspondence, pleadings, and exhibits.
 - d. Provides assistance to CRC in creating and editing presentations using presentation software.
 - e. Prepares and files subpoenas and motions to procure witnesses. Schedules witnesses for hearing.

- f. Provides assistance to CRC in analyzing and defining litigation support needs in individual cases and assists team with determining specific case requirements for organization, review, analysis and presentation of case materials.
 - g. Provides assistance to CRC in creating and maintaining case management and trial presentation databases.
3. Interaction with Defense Teams, CRC Personnel, and Court Personnel:
- a. Provides assistance to CRC in communicating with and assisting defense teams with case-related matters.
 - b. Assists Federal Death Penalty Resource Counsel personnel with specific tasks when time permits.
 - c. Contacts court personnel to gather case-related information.
 - d. Communicates with expert witnesses to schedule conference calls or meetings and/or request or provide information.
 - e. Contacts personnel from external organizations (e.g., hospitals, schools, courts) to request information.
 - f. Participates in team meetings to discuss cases, identify issues, and contribute to defense approach.
4. Performs all other duties as assigned.

C. ORGANIZATIONAL RELATIONSHIPS

The CRC Paralegal is hired by a host FDO upon the recommendation of the CRC Project Director in consultation with the Office of Defender Services (ODS). The CRC Paralegal is accountable to the Federal Public/Community Defender of the host FDO with respect to all administrative matters, including time and attendance, leave and travel. The CRC Paralegal keeps contemporaneous time records in categories identified in consultation with ODS and the Capital Trials Expert Panel. Day-to-day oversight, management, and supervision of the CRC Paralegal are performed by the CRC Project Director. The CRC Project Director determines the CRC Paralegal's work assignments.

D. QUALIFICATIONS

To qualify for the position of CRC Paralegal, the individual must be a high school graduate or the equivalent and have the requisite experience outlined in the *Salary and Experience Scale* and *Experience Requirements* sections. The individual must be able to perform each essential job duty satisfactorily. The job requirements are representative of knowledge, skills and/or abilities necessary to perform the essential functions of the job.

CRC Paralegal education, law school or prior experience working with capital cases is strongly preferred.

E. SALARY AND EXPERIENCE SCALE

DOCS Grade Level	Years of General Experience	Years of Specialized Experience	Total Years of Experience
11	3	3	6
12	3	4	7
13	3	5	8
14	3	6	9

Note: One year of the required experience must have been at, or equivalent to, the next lower grade in federal service. Experience that has not provided training or required the application of the knowledge, skills and abilities outlined in the *Primary Job Duties* section above is **not** creditable experience. Specialized experience may always substitute for general experience but general experience may not substitute for specialized experience.

E. EXPERIENCE REQUIREMENTS

General Experience

Experience that provides evidence the individual has:

- a general understanding of the methods and skills required for accomplishing the tasks in the *Primary Job Duties* section above;
- a general understanding of office confidentiality issues, such as attorney/client privilege;
- a general knowledge of office practices and legal processes;
- a knowledge of administrative and clerical procedures and systems;
- a knowledge of circuit court and district court procedures;
- a knowledge of legal concepts and terminology;
- a knowledge of the procedural posture of cases;
- the ability to read, analyze and interpret common technical journals and legal documents;
- the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form;
- the ability to analyze and apply relevant policies and procedures to office operations;
- the ability to exercise good judgment in a mature and diplomatic manner;
- the ability to communicate orally and in writing;
- the ability to recognize and analyze problems and recommend practical solutions;
- the ability to adjust behavior, demeanor and/or language during interactions, depending on the contact;
- the ability to be attentive to details;
- the ability to organize, prioritize and meet deadlines;
- the ability to remain calm in stressful situations;
- the ability to work in a team environment;

- the ability to use a personal computer;
- skill in using a scanner and imaging software;
- skill using spreadsheet software;
- skill using word processing software;
- an understanding and acceptance of, and comfort working with, diverse populations; and
- the ability to write well in a professional style.

Specialized Experience

Progressively responsible legal experience in the functional areas described in the *Primary Job Duties* section above. Such experience provides the individual:

- a knowledge of citation formats;
- a knowledge of evidence-handling procedures;
- a knowledge of Federal Criminal Code;
- a knowledge of government regulations, executive orders and agency rules related to criminal law;
- a knowledge of how to do legal research;
- a knowledge of legal references;
- a knowledge of the capital legal system;
- skill using automated legal research tools and technology;
- skill using court-specific computer programs;
- skill using case analysis software;
- skill using project management software and internet services;
- skill using secure computer file storage and file synchronizing server-hosted services;
- skill using presentation software.

F. EDUCATION SUBSTITUTIONS

Education above the high school level in accredited institutions may be substituted for the general experience on the basis of one academic year (30 semester or 45 quarter hours) equals nine months of experience.

Completion of all the requirements for a bachelor's degree from an accredited college or university and having met one of the following may be substituted for one year of specialized experience:

1. An overall "B" grade point average equaling 2.9 or better of a possible 4.0.
2. Standing in the upper third of the class.
3. A "B+" (3.5) grade point average or better in major fields of study such as business or public administration, computer science, criminal justice, law, management, or specialized or significant course work in a field closely related to the subject matter of this position.

4. Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honor Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies.

Completion of one academic year (18 semester hours) of graduate study in an accredited university in such fields as business or public administration, computer science, systems administration, criminal justice, law, management or other field closely related to the subject matter of the position, may be substituted for one year of specialized experience.

Completion of a master's degree or two years of graduate study (36 semester hours) in an accredited university in such fields as business or public administration, computer science, systems administration, criminal justice, law, management or other field closely related to the subject matter of the position, or completion of a Juris Doctor (JD), may be substituted for two years of specialized experience.

G. PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described are representative of those required in order for an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the individual is regularly required to sit and talk or hear. The individual frequently is required to use hands to touch, handle or feel. The individual must occasionally lift and/or move up to 25 pounds. Limited travel is required. The individual works primarily in an office environment.