

**FEDERAL COMMUNITY DEFENDER OFFICE  
FOR THE EASTERN DISTRICT OF PENNSYLVANIA**

FEDERAL COURT DIVISION - DEFENDER ASSOCIATION OF PHILADELPHIA

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**HELEN A. MARINO**  
FIRST ASSISTANT FEDERAL DEFENDER

**JOB ANNOUNCEMENT**

**CAPITAL HABEAS UNIT  
LEGAL ASSISTANT  
(At Least One Position)  
Posting Code 030010-22**

The Federal Community Defender Office for the Eastern District of Pennsylvania has at least one opening in its Capital Habeas Unit for an experienced Legal Assistant. The Unit represents death-sentenced prisoners in all stages of federal habeas corpus proceedings. Our office is located in Philadelphia's vibrant Center City district, in newly renovated office space in the historic Curtis Center in Philadelphia, close to the federal courthouse and across from Independence Mall, the Liberty Bell and Washington Square Park.

The Legal Assistant provides a full range of legal support services. These include, but are not limited to: producing legal documents, appellate briefs, and correspondence in final form; proofreading and editing materials; assembling and attaching supplemental material as required; filing documents with the courts via the electronic case filing (ECF) system; screening and distributing incoming mail; communicating with clients and/or clients' family members as directed by the attorney; photocopying, scanning and distributing copies as directed; maintaining the Assistant Federal Defender's calendar and case files as directed; and assisting with phone coverage as needed.

Candidates must possess a minimum of four years of specialized legal support experience, preferably in criminal, appellate and/or federal practice. A bachelor's degree from an accredited college or university in criminal justice or a related field is preferred. High proficiency with Microsoft Word, Adobe Acrobat, and PACER/ECF (federal electronic case filing) is required, as is experience with complex formatting in Word (such as generating tables of contents/authorities for briefs). Attention to detail, solid communication (both oral and written) and organizational skills, and knowledge of legal terminology and court rules and protocol are a must. Candidates must be able to work well both independently and as part of a

team, exercise mature judgment, meet deadlines, manage multiple projects or assignments simultaneously, and work well with attorneys, and other support staff. Fluency (oral and written) in the Spanish language is helpful but not required. While performing the duties of this job, the Legal Assistant must occasionally lift and/or move up to 25 pounds. Ability and willingness to work evenings and weekends when necessary is required. Candidates should understand that COVID-19 vaccinations are required and the Federal Community Defender Office will consider accommodations for medical, disability, and religious-based reasons.

Interested applicants should apply at [Federal Community Defender Office Careers](#). Candidates will be interviewed on an ongoing basis until the position is filled. Salary will be based upon experience consistent with federal guidelines and regulations. Kindly note that the filling of this position is subject to the funding restrictions and approval of the Administrative Office of the United States Courts.

The Federal Community Defender Office is an Equal Opportunity Employer. Women and minorities are encouraged to apply.