

**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
(One Position)
Posting Code 600100-19**

The Federal Community Defender Office for the Eastern District of Pennsylvania has an 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. Ability and willingness to work evenings and weekends when necessary is required.

Salary will be based upon experience consistent with federal guidelines and regulations. Kindly note that the filling of this position will be subject to the funding restrictions and approval of the Administrative Office of the United States Courts.

Interested applicants should submit a cover letter and resume to Vonna Campbell via e-mail at EmploymentPAE@fd.org, or by regular mail to Suite 540 West, The Curtis Center, 601 Walnut Street, Philadelphia, Pennsylvania 19106. Candidates will be interviewed on an ongoing basis, and the position will remain open, until filled.

The Federal Community Defender Office is an Equal Opportunity Employer. All interested and qualified applicants are encouraged to apply.