

**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
PARALEGAL
(One Position)
Posting Code 700200-18

The Federal Community Defender Office for the Eastern District of Pennsylvania has an opening in its Capital Habeas Unit for a Paralegal. The Unit represents death-sentenced prisoners in all stages of federal habeas corpus proceedings.

The CHU Paralegal is an important part of the litigation team that assists prisoners in all stages of federal capital habeas corpus proceedings. Duties include providing litigation support on complex cases; gathering, organizing and analyzing records relating to the offense and the client's life history; supporting/conducting investigations; assisting in the development and presentation of mitigation evidence; and attending evidentiary hearings. The CHU Paralegal is also expected to synthesize information about each case and assist in the development of further investigative and litigation approaches.

Candidates must possess strong analytical abilities and be able to understand and manage complex factual and legal issues. Candidates must have strong interpersonal skills and solid oral and written communication skills. Candidates should possess a demonstrated commitment to social justice and/or indigent defense. Candidates with capital and/or federal habeas experience or paralegal experience in other complex area of the law are strongly preferred. Experience in the areas of social work and/or mental health is helpful. Education above the high school level from an accredited institution may be substituted for a portion of the applicants' general and/or specialized experience. Proficiency in litigation support and case management software such as Case Map, Concordance, or similar programs, is strongly preferred. Computer literacy, including knowledge of Microsoft Office (Word, Power Point, Excel, etc.), Adobe Acrobat v. 8 or 9, etc., and experience with computer-assisted research is strongly preferred. Experience with Word Perfect 12 and X4 for Windows is not required but helpful. Candidates must possess a valid driver's license. Ability to travel throughout the country is required. Fluency (oral and

written) in the Spanish language is helpful but not required. The position requires that the incumbent occasionally lift and/or move up to 25 pounds.

Interested applicants should submit a cover letter and resume to Sonya Hutson, Human Resources Administrator, 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.

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.

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