

# FEDERAL PUBLIC DEFENDER NORTHERN DISTRICT OF TEXAS

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## Vacancy Announcement

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Position: Paralegal – Capital Habeas Unit (CHU)

Location: Dallas Division

Application Deadline: Open Until Filled

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The Federal Public Defender for the Northern District of Texas is accepting applications for a full-time Paralegal in the newly forming Capital Habeas Unit (CHU) in the Dallas Division of the Northern District of Texas. The Federal Defender organization operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services in federal criminal cases and related matters by appointment from the court. The CHU represents death-sentenced prisoners in federal habeas corpus proceedings in the United States District Courts in Texas, the United States Court of Appeals for the Fifth Circuit, and the United States Supreme Court.

There are several CHUs in operation across the country and this will be one of two CHUs established for the first time in Texas. Skilled collaboration, strategic litigation, compassionate representation, and unique approaches to the issues affecting our clients are among the values we aim to foster in our CHU. If you are not able to work well with other lawyers, paralegals, investigators, legal assistants, and interns in the office in defending the indigent, then do not apply.

**Requirements:** To qualify for the paralegal position, Applicants must have three to five years of experience or higher education from an accredited college or university, may be substituted for some of the general and/or specialized experience; must possess a strong analytical ability and able to understand and manage complex factual and legal issues; have strong interpersonal skills and solid oral and written communication skills; and should possess a demonstrated commitment to social justice and/or indigent defense. Applicant with capital and/or federal habeas experience or paralegal experience in other complex area of the law and/or managing voluminous case files are strongly preferred. Experience in the areas of social work and/or mental health is also helpful. Finally, the ability to speak Spanish is preferred.

**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; 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. The qualified candidate shall possess knowledge of computer assisted legal research,

be proficient in word-processing software, possess excellent legal writing skills, and have excellent organizational skills.

Must be able to occasionally travel overnight and work non-traditional hours. The CHU will represent death-sentenced prisoners in all four federal districts in Texas.

**Salary and Benefits:** The position is full-time with federal benefits and salary commensurate with experience and qualifications. The starting salary for the position will fall within a range of \$64,161 to \$108,064. The position is excepted service and does not carry the tenure rights of the competitive Civil Service. Benefits include health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by direct deposit. Appointment and retention is subject to a satisfactory background investigation, including, but not limited to, an FBI fingerprint and name check.

**Application Process:** To apply, email to [TXN\\_Employment@fd.org](mailto:TXN_Employment@fd.org) **in a single Adobe PDF file using the subject line “NDTX-Paralegal-CHU”** the following:

- A brief cover letter explaining your interest in the position and your qualifications;
- A resume;
- References.

**No phone calls please. Submissions not following this format will not be considered. Moreover, do not send your application directly to the Federal Public Defender via e-mail because he will promptly delete the e-mail.** Only those selected for interview will be contacted. Applications will be accepted until position is filled. More than one position may be filled with this announcement. Proof of U.S. citizenship or other employment eligibility required.

The Federal Public Defender is an Equal Opportunity Employer