

FEDERAL PUBLIC DEFENDER NORTHERN DISTRICT OF TEXAS

Vacancy Announcement

Position: Paralegal

Division: Capital Habeas Unit, Dallas, TX

Priority Application Deadline: April 30, 2026

The Federal Public Defender for the Northern District of Texas is accepting applications for a full-time Paralegal in the Capital Habeas Unit (CHU). The CHU represents indigent persons on death row in Texas. Through an interdisciplinary team approach, we provide our clients with the highest level of legal representation challenging their convictions and death sentences. Paralegals are critical, valued members of our CHU teams.



Commitment to Diversity: The Federal Public Defender's Office is an Equal Opportunity Employer that is committed to improving diversity in the legal field. Racial bias and disparity in sentencing are apparent in the criminal justice system and Texas death penalty cases. It is critical to our clients' representation that the office be composed of individuals from diverse backgrounds.

CHU Values: Culturally responsive practices, skilled collaboration, strategic litigation, compassionate representation, and professionalism are among our values. Because no person can do this work alone, you will work with an experienced team of lawyers, mitigation specialists, fact investigators, and other paralegals in the CHU. The ability to work well with others on a team is mandatory.



Responsibilities:

- Collaboratively working with members of the team to represent our clients;
- Managing and requesting a large volume of records and other case materials;
- Maintaining and updating database and case management programs;
- Obtaining, reviewing, and storing voluminous paper files;
- Reviewing, indexing, and analyzing case files;
- Assisting in the drafting and preparation of court filings;
- Supporting attorneys during court hearings;
- Assisting in scheduling and coordinating visits at prisons.

What We Offer:

- **Competitive 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 \$81,186 to \$159,528 and varies based on experience. The position is excepted service and does not carry the tenure rights of the competitive Civil Service. Benefits include health and life insurance, retirement, the Thrift Savings Plan, and the Employee Assistance Program. Salary is payable only by direct deposit.
- **Collaborative, Supportive Environment:** This position will receive extensive support, both from office-wide and team meetings, as well as through our collaborative work culture.
- **Ongoing Education:** The paralegal will have access to internal, statewide, and national training opportunities.

Qualifications:

- Two years of prior experience working as a paralegal is preferred but not mandatory;
- Fluency in Spanish is preferred;
- Strong organizational skills;
- Ability to manage a large volume of documents;
- Ability to work as a member of an interdisciplinary team;
- Ability to travel as required for the cases;
- Proof of U.S. citizenship or other employment eligibility is required;
- Appointment and retention is subject to a satisfactory background check.

Application Process: To apply, email TXN_Employment@fd.org a single Adobe PDF file using the subject line “CHU-Paralegal” the following:

- A cover letter explaining your interest in the position and your qualifications;
- A resume or curriculum vitae;
- A minimum of three references.

Only those selected for an interview will be contacted.