

FEDERAL CAPITAL HABEAS PROJECT

Position Announcement
Paralegal - Full-Time, Remote Position
Application Deadline: Open Until Filled

The Federal Capital Habeas (§ 2255) Project, a Federal Public Defender program created to ensure federal death row prisoners receive quality legal representation in post-conviction proceedings, seeks a Paralegal for a remote position.

The Position: The Project Paralegal will work closely with the § 2255 Project Director and other staff members. Responsibilities will include file management; gathering, organizing and analyzing records; tracking data on capital post-conviction cases; reviewing and summarizing voluminous files; conducting research; drafting legal pleadings; tracking and calendaring case deadlines; assisting with case filings and investigation; and providing additional support as needs arise.

Requirements: This position requires an individual who can work and follow through on projects independently; has strong interpersonal skills; is able to manage multiple tasks simultaneously; and pays attention to detail. The ideal candidate will have a bachelor's degree and paralegal training with prior experience in complex civil or criminal litigation; exceptional organizational skills; excellent research and writing abilities; and advanced computer skills, including experience with Microsoft Word, Excel, Outlook, Teams and Adobe Acrobat as well as Lexis and Westlaw. Applicants should work well with a team and have a commitment to capital defense.

Applicants must be able to lift and move boxes. Travel may sometimes be necessary and varying hours, including nights, weekends, and holidays may be required.

Applicants must be U.S. citizens or eligible to work in and for the United States. A final offer of employment is subject to a FBI name and fingerprint check.

Salary & Benefits: This is a full-time, remote at-will position. Salary is commensurate with qualifications and experience. The FPD also offers generous benefits, including, but not limited to, the Federal Employees Retirement System (pension), Thrift Savings Plan, Health insurance, dental and vision insurance, life insurance, flex spending accounts.

To Apply: Please submit (1) a cover letter; (2) a resume; (3) a writing sample; and (4) three professional references via email to Banafsheh_Amirzadeh@fd.org. Applications will be considered on a rolling basis until the position is filled.

The Federal Capital Habeas Project is committed to equal opportunity in the workplace. All applicants, regardless of race, ethnicity, national origin, gender identity, sexual orientation, religion, disability, or age, are encouraged to apply.