

**POSITION ANNOUNCEMENT 26-13**  
**Assistant Paralegal - Capital Habeas Unit**  
**Office of the Federal Public Defender**  
**District of Arizona - Phoenix**

THE FEDERAL PUBLIC DEFENDER for the District of Arizona is accepting applications for the position of a full-time assistant paralegal to be stationed in Phoenix. The Federal Public Defender operates under authority of Title 18, United States Code, Sections 3006A(g)(2)(A) and 3599, to provide federal defense services by court appointment to individuals sentenced to death who are unable to afford counsel.

**Requirements.** To qualify for the position of Assistant Paralegal, a person must be a high-school graduate or equivalent and have a minimum of three years of general experience and two years of specialized experience. Some higher education may be substituted for specialized experience. Bachelor's degree or paralegal certificate preferred. Law office experience, computer literacy, advanced word-processing skills, and proficiency in Microsoft Word, Excel, Outlook, and Adobe Acrobat are required. The applicant must be a U.S. citizen, U.S. national or Lawful permanent resident (i.e., green card holder) who is seeking citizenship as outlined in [8 U.S.C. § 1324b\(a\)\(3\)\(B\)](#). Employment is subject to fingerprinting and a satisfactory background investigation.

**Duties.** The assistant paralegal provides support services to attorneys, paralegals, and investigators in the representation of death-sentenced clients in capital federal habeas corpus proceedings. This is a high-volume, high-stress appellate practice requiring an understanding of state and federal court rules and procedures, strong communication, organization, proofreading, and case docketing skills, and a demonstrated ability to multitask and effectively prioritize competing responsibilities. Duties include, but are not limited to, preparing and filing complex and lengthy pleadings, including motions, habeas petitions, appellate briefs, memoranda, and case-related forms; assisting with case-file management; maintaining internal dockets and calendars; preparing, gathering, organizing, summarizing, and indexing electronic and paper documents; facilitating client contact and correspondence; and performing other duties as assigned. This position requires attention to detail and a commitment to excellence.

**Salary and Benefits.** The starting salary for the assistant paralegal is commensurate with the experience and qualifications of the applicant and currently fixed at Grade 9, Step 1, yielding \$64,564 per annum. This position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. The position does include regular government employee benefits including health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit). All positions are at-will and subject to availability of funds.

**How to Apply.** Qualified persons may apply by sending via e-mail a letter of interest, resume, and 3 professional references, to the Personnel Administrator at [azx\\_hr@fd.org](mailto:azx_hr@fd.org). Position announced February 5, 2026; closes February 20, 2026.

***The Federal Public Defender is an equal-opportunity employer. All applicants, regardless of race, ethnicity, national origin, gender identity, sexual orientation, religion, disability, or age, are encouraged to apply.***