



MIDDLE DISTRICT of ALABAMA

**FEDERAL DEFENDER
PROGRAM, INC.**

Protecting Rights • Pursuing Justice

**CECILIA VACA
FEDERAL DEFENDER**

POSITION ANNOUNCEMENT

Paralegal – Capital Habeas Unit

Salary Range: \$57,118 to \$124,760, depending on experience

The Middle District of Alabama Federal Defender Program, Inc., in Montgomery, Alabama, is accepting applications for a full-time Paralegal in the Capital Habeas Unit ("CHU"). The CHU represents people under state-imposed sentences of death in federal habeas corpus proceedings. Our office also provides legal representation to indigent persons in federal criminal cases and collateral challenges.

CHU Paralegals are integral members of multidisciplinary case teams. Working alongside attorneys, investigators, mitigation specialists, and experts, the Paralegal plays a central role in managing the large and complex evidentiary records these cases generate. We are especially interested in candidates who pair strong technological skills with the interpersonal skills needed to work effectively as part of a team and to build and maintain productive, respectful working relationships with incarcerated clients.

This program values diversity and encourages applications from persons of any age, gender, race, national origin, ethnicity, sexual orientation, primary language, religion, neurodiversity, and persons with a disability.

Primary duties include:

- Using technology and case-management software — including document-management systems, databases, and litigation and trial-presentation tools — to organize, maintain, analyze, and present voluminous case files and to support ongoing litigation;
- Locating, gathering, and organizing records, court pleadings, transcripts, documents, exhibits and potential exhibits, and evidence, in both paper and electronic form;
- Creating and maintaining a uniform, well-documented system for organizing such material, including electronic and database records;
- Building and maintaining productive, respectful working relationships with incarcerated clients, including through written correspondence, telephone and video calls, and in-person visits at correctional facilities; and
- Working collaboratively as a member of the case team to advance shared litigation goals.

Additional duties include:

- Reviewing and analyzing case documentation;
- Locating witnesses, including family members, past and present law enforcement personnel, and others with knowledge of the case or client;
- Identifying expert witnesses across a variety of disciplines and preparing contracts and materials for their review;
- Establishing and maintaining good working relationships with the individuals and agencies that interact with the office;
- Preparing comprehensive descriptive written reports and spreadsheets;
- Assisting attorneys and other team members in preparing for court proceedings;
- Preparing and finalizing documents for filing in district and appellate courts; and
- Occasionally testifying in court as required.

Requirements and qualifications for this position include:

- At least three years' experience in criminal case work or information gathering (note: substantial experience in complex civil litigation can substitute for some or all of this requirement);
- Excellent writing skills, including the ability to review and edit pleadings with attention to detail;
- Strong computer and technological proficiency, including facility with document-management and database software and the ability to learn new applications quickly; experience with litigation and trial-presentation software such as TrialDirector and CaseMap is especially valued;
- Ability to work effectively and collaboratively as a member of a case team, as well as independently;
- Ability to establish rapport and maintain productive, professional relationships with incarcerated clients, including individuals who have experienced significant trauma;
- Demonstrated interest in criminal justice, post-conviction, and capital defense; and
- Commitment to obtaining justice for indigent persons.

Education may be substituted for some experience. A variety of prior experience, including in non-legal fields, and/or paralegal or legal assistant training, would be helpful. Legal assistant or paralegal experience in high-volume document litigation and familiarity with document-management software are highly desirable.

This position requires considerable resourcefulness; organizational skill; skill in written communication; creativity; initiative and drive; the ability to analyze and evaluate facts, evidence, and related information; sound judgment in working with vulnerable clients; and tact and discretion.

Salary depends on experience within the range identified above. This office provides excellent benefits, including flex time, the ability to work remotely up to two days per week, health insurance with supplemental GAP coverage for most deductibles, and generous contributions to a 401(k).

To apply:

To apply for this position, email a letter describing your interest in the position including your experience with case-management or litigation technology and your experience working with clients or other individuals in challenging circumstances together with a resume to a **single PDF document** to ALM_Employment@fd.org.

This program is an Equal Opportunity Employer. We provide equal opportunity for all qualified people who desire to use their skills and abilities in our workplace on behalf of our clients, regardless of age, gender-identity, race, national origin, ethnicity, sexual orientation, religion, or disability. This program is committed to a diverse staff that reflects the community we serve.