

**FEDERAL PUBLIC DEFENDER,
DISTRICT OF NEVADA**

POSITION ANNOUNCEMENT

Paralegal – Non-Capital Habeas Unit

The Federal Public Defender, District of Nevada is accepting applications for the position of Paralegal in the Non-Capital Habeas Unit. The NCH unit represents state prisoners in federal habeas corpus proceedings brought under 28 U.S.C. § 2254. This is a full-time position based in Las Vegas.

Requirements: Applicants should have experience in the criminal justice field and possess good writing skills. Other duties include but are not limited to: gathering records; reviewing, organizing and managing voluminous case files; preparing memoranda and legal pleadings; coding and database entry; and providing support to attorneys and other team members at all stages of the proceedings. Computer literacy is required. Some travel is required.

Selection Criteria: Applicants should have a working knowledge of the criminal justice system. Applicants must be team oriented and feel comfortable working with different types of people. Familiarity with federal habeas corpus and the document management program, *e.g.*, Eclipse, is a plus.

How to Apply: Qualified individuals should submit a single PDF that contains a letter of interest, resume, and three professional references. This position will remain open until filled. Only applicants selected for an interview will be contacted. Please do not call or email regarding the status of your application.

Jennifer Yim
Human Resources Counsel
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The Federal Public Defender is an equal opportunity employer. Applicants must be a United States citizen, or a person authorized to work in the United States and receive compensation from this agency. Employment is subject to a satisfactory background investigation, including an FBI name and fingerprint check.