

POSITION ANNOUNCEMENT
CAPITAL HABEAS UNIT
PARALEGAL

POSITION #: 2012-02-CPARA
ANNOUNCED: February 1, 2012
CLOSES: February 24, 2012

The office of the Federal Defender for the Western District of Pennsylvania (Pittsburgh Division) is accepting applications for the position of **Paralegal for its Capital Habeas Unit**. A Capital Habeas Paralegal is expected to provide assistance to attorneys and investigators in the representation of state death-sentenced inmates in federal habeas corpus proceedings. The paralegal is an integral member of the capital litigation team, and must be able to collaborate and communicate effectively with attorneys, investigators, outside consultants, and clients.

Job Description: Duties include extensive document gathering from a vast array of sources; summarizing and indexing documents, maintaining document management database and traditional paper files. The position requires extensive use of the following computer software: Adobe Professional, CaseMap, WordPerfect, and Lotus Notes. Applicants should possess advanced skills using these programs or their equivalents.

Requirements and Qualifications: Applicant must be well organized, accurate, attentive to detail, and able to set priorities and meet critical deadlines. Previous experience with capital cases or other complex litigation is preferred. Must be able to travel and occasionally work non-traditional hours.

Salary and Benefits: This is a full-time position with federal salary and benefits based on qualifications and experience. The position is in the excepted service and does not have the tenure rights of the competitive Civil Service, however the position does carry regular government employment benefits including health and life insurance, retirement, and the Thrift Savings Plan. Salary will be based on years of experience consistent with federal guidelines and regulations. This position is subject to mandatory Electronic Funds Transfer (direct deposit) participation for payment of net pay. Employment will be considered provisional pending the successful outcome of a background fingerprint check. Applicants must be a U.S. Citizen or eligible to work in the United States.

Application Information: Qualified applicants should submit a cover letter and resume *postmarked by February 24, 2012*, to:

Lisa B. Freeland
Federal Public Defender
Attn: 2012-02-CPARA
1500 Liberty Center
1001 Liberty Avenue
Pittsburgh, PA 15222-3714

The Federal Public Defender for the Western District of Pennsylvania is an Equal Opportunity Employer. Women and minorities are encouraged to apply. No telephone calls please. One or more applicants may be selected from this posting. Hiring subject to availability of funding.