

POSITION ANNOUNCEMENT 22-05
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. More than one position may be filled from this recruitment. The Federal Public Defender operates under authority of Title 18, United States Code, Section 3006A(g)(2)(A), to provide federal defense services by court appointment to individuals who are unable to afford counsel. The staff of the Capital Habeas Unit represents men and women under a sentence of death.

Requirements. To qualify for an assistant paralegal position, a person must be a high-school graduate or equivalent and have at least 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, Microsoft Outlook, Adobe Acrobat, and Microsoft Excel, are required. Employment is subject to a satisfactory background investigation. U.S. Citizenship is required.

Duties. The assistant paralegal provides assistance to attorneys, paralegals, and investigators in the representation of death-sentenced clients in federal habeas corpus proceedings. This is a high-volume, high-stress appellate practice requiring knowledge of federal court rules, practices and case docketing, and strong organizational skills. 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 all other duties as assigned. This position requires attention to detail, proofreading skills, and a commitment to excellence. The full Position Qualifications Statement and Position Description are available for inspection in this office.

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 \$55,355 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 and resume to the Personnel Administrator, Federal Public Defender, District of Arizona, at azx_hr@fd.org. (Letter of interest & references included). Position announced November 19, 2021; open until filled.

***The Office of the Federal Public Defender is an equal-opportunity employer.
Women, minorities and individuals with disabilities are encouraged to apply.***