

**OFFICE OF THE FEDERAL DEFENDER  
EASTERN DISTRICT OF CALIFORNIA  
801 I STREET, 3rd FLOOR  
SACRAMENTO, CALIFORNIA 95814  
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*Daniel J. Broderick  
Federal Defender*

*Linda C. Harter  
Chief Asst. Federal Defender*

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Supv. Asst. Federal Defender*

## **POSITION ANNOUNCEMENT**

### **PARALEGAL, CAPITAL HABEAS UNIT**

The Sacramento Branch of the Office of the Federal Defender for the Eastern District of California 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 row inmates in federal habeas corpus proceedings at both the trial and appellate levels.

Typical duties include performing factual research; locating, collecting, compiling, and summarizing gathered information including court, social, medical, and legal records; assisting attorneys and investigators in developing factual support for claims; identifying and discussing issues with attorney and investigators regarding client representation; preparing for evidentiary hearings by organizing, coding and summarizing information and documents; preparing witness and document lists; maintaining case files and databases; entering information into databases for access by attorneys and investigators; operating computerized system for managing documents and gathering and tracking client information; and maintaining integrity of original documents.

Applicants are expected to possess research skills, including knowledge of a variety of computerized databases; computer proficiency, including knowledge of various organizational programs (e.g., Summation); knowledge of basic legal concepts, terminology, and format of documents. Applicants must also possess the ability to work in a team environment; communicate effectively both orally and in writing; be accurate and attentive to detail; compose correspondence independently; and organize work, set priorities and meet critical deadlines.

This position may require working holiday, evening, and weekend hours and may require travel, as needed.

This is a full-time permanent position with federal salary and benefits based on qualifications and experience (JSP-11/1 - \$57,408 to JSP -14/1 - \$96,690). This position is subject to mandatory Electronic Transfer (direct deposit) participation for payment of net pay. Federal government benefits apply, including health, life and long-term insurances, thrift savings program and flexible spending accounts. Employees of the Federal Defender are considered "at-will" employees and are not covered by the Civil Service Reform Act. Applicants must be U.S. citizens or meet the exceptions to the statutory restrictions on hiring non-citizens to work in the federal government in the continental U.S. Foreign nationals should contact the Personnel Administrator prior to submitting an application.

To qualify for the Paralegal position a person must be a high school graduate or the equivalent and must have the minimum of three years specialized experience performing progressively responsible duties.

To apply, send cover letter, resume, three references and writing sample to:

Office of the Federal Defender  
Eastern District of California  
ATTN: PERSONNEL  
801 I Street, 3rd Floor  
Sacramento, CA 95814

Closing date 8/16/2010.

The Office of the Federal Defender is an equal opportunity employer. Women and minorities encouraged to apply. This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

Selected candidate will be subject to a background check as a condition of employment.