

**FEDERAL COMMUNITY DEFENDER OFFICE
FOR THE EASTERN DISTRICT OF PENNSYLVANIA**

FEDERAL COURT DIVISION - DEFENDER ASSOCIATION OF PHILADELPHIA

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HELEN A. MARINO
FIRST ASSISTANT FEDERAL DEFENDER

JOB ANNOUNCEMENT

**NON-CAPITAL HABEAS UNIT
PARALEGAL
Posting Code _____**

The Federal Community Defender Office for the Eastern District of Pennsylvania has an opening in its Non-Capital Habeas Unit for a Paralegal. The Unit represents individuals seeking relief from both state and federal convictions, and it litigates cases in the United States District Court for the Eastern District of Pennsylvania, the United States Court of Appeals for the Third Circuit, and the United States Supreme Court. Our office is located in Philadelphia's vibrant Center City district, in newly renovated office space in the historic Curtis building, close to the federal courthouse and across from Independence Mall, the Liberty Bell, and Washington Square Park.

The Paralegal is an integral member of the Non-Capital Habeas Unit, which represents prisoners in all stages of federal habeas corpus proceedings. Core duties include gathering, reviewing, summarizing, organizing, and indexing the numerous electronic and paper documents comprising the investigative files and court records relevant for our work; maintaining electronic databases of those case records; assisting with the preparation of case-related forms, memoranda and appendices; preparing exhibits for evidentiary hearings; and supporting the presentation of evidence during evidentiary hearings. Additional duties may include facilitating client contact and correspondence and making travel arrangements.

Candidates with a minimum of three years of experience—preferably in criminal practice, federal practice, or document-intensive litigation—are strongly preferred. A bachelor's degree from an accredited college or university or relevant knowledge and skills may substitute for experience. Candidates must have strong oral and written communication skills and strong interpersonal skills. Candidates must be able to work well independently and on teams, exercise mature judgment, meet deadlines, work on multiple projects simultaneously, and work well with clients, their families, and others. Candidates should possess a demonstrated commitment to social justice and/or indigent defense. Advanced proficiency in Microsoft Word, Microsoft Outlook, and Microsoft Excel is required. Experience with computer-assisted research is desired.

While performing the duties of this job, the Paralegal must occasionally lift and/or move up to 25 pounds. Travel to court locations and detention facilities may be required. Candidates must possess a valid driver's license. Fluency (oral and written) in the Spanish language is helpful but not required.

Interested applicants should apply at [Federal Community Defender Office Careers](#). Candidates will be interviewed on an ongoing basis until the position is filled. Salary will be based upon experience consistent with federal guidelines and regulations. Kindly note that the filling of this position is subject to the funding restrictions and approval of the Administrative Office of the United States Courts.

The Federal Community Defender Office is an Equal Opportunity Employer. All qualified applicants are encouraged to apply.