

**POSITION ANNOUNCEMENT 20-16**  
**Paralegal - Capital Habeas Unit**  
**Temporary NTE 2 Years**  
**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 paralegal to be stationed in Phoenix. More than one position may be filled from this announcement. This position is not to exceed two years, but may be extended for up to an additional two years. The Federal Public Defender operates under authority of Title 18, United States Code, Section 3006A(g)(2)(A), to provide federal criminal defense services by court appointment to individuals unable to afford counsel. The staff of the Capital Habeas Unit represents men and women under a sentence of death.

**Requirements.** To qualify a person must be a high school graduate or equivalent and have at least three years of general experience and three years of specialized experience; some higher education may be substituted for specialized experience. Bachelor's degree preferred. **Personal-computer, advanced word-processing skills, and law-office experience are required. Law office experience in a criminal defense firm preferred.** Computer literacy and experience with Word, Adobe Acrobat, Microsoft Excel, CaseMap, Westlaw and Lexis is required, use of PowerPoint, Trial Director, and Summation is preferred. Employment is subject to a satisfactory background investigation.

**Duties.** The paralegal provides assistance in the representation of death sentenced clients in federal habeas corpus proceedings. Duties include, but are not limited to, word processing support, litigation support, case preparation, maintenance of files, organizing and indexing discovery, evidence and exhibits, as well as locating and retrieving documents, information and records from outside sources, client communication, and assisting in-field investigations. The full Position Qualifications Statement and Position Description are available for inspection in this office.

**Salary and Benefits.** The starting salary for the paralegal position will be fixed commensurate with the experience and qualifications of the applicant within a range from JSP 11, Step 1, to JSP 13, Step 1, and currently yielding \$66,311 to \$94,512 per annum. The 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 are subject to the 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 HR@fpdaz.org. (Letter of interest and references must be included). Position announced April 23, 2020; 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.***