

**FEDERAL PUBLIC DEFENDER**  
CENTRAL DISTRICT OF CALIFORNIA  
321 EAST 2nd STREET  
LOS ANGELES, CALIFORNIA 90012-4202

**HILARY POTASHNER**  
*Federal Public Defender*  
**CHRISTOPHER W. DYBWAD**  
*Chief Deputy*

**MARGO A. ROCCONI**  
*Capital Habeas Unit Chief*  
*Capital Habeas Unit*

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**Vacancy Announcement**

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**Position:** Capital Habeas Paralegal

**Location:** Los Angeles, CA

**Deadline:** June 9, 2017

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The Federal Public Defender's Office for the Central District of California is accepting applications for full-time paralegal position in its Capital Habeas Unit (CHU) stationed in Los Angeles, CA. The CHU advocates for the constitutional rights and inherent dignity of indigent persons sentenced to death. We provide the highest quality representation in post-conviction proceedings through diversity of experience, collaborative and thorough case development, focused litigation strategies, and skilled courtroom advocacy.

**Job Duties:** CHU paralegals provide a full range of paralegal assistance to CHU attorneys on capital and non-capital habeas cases. General areas of responsibility include organizing case files using various databases; identifying important documents and assisting in developing factual support for claims; cite checking; summarizing legal research and procedural history of cases; assisting attorneys with materials for experts; drafting and editing expert declarations; preparing, organizing, and tracking discovery requests; assisting with depositions and hearings; preparing documents for filing and service; and traveling to various courts and law enforcement agencies to scan, copy and reproduce records and exhibits.

**Requirements:** All applicants must have graduated from an accredited school with a bachelor's degree. Applicants must have at least 3-5 years of paralegal experience under the direct supervision of attorneys, preferably in complex civil or criminal litigation. Experience with online research databases (i.e., Westlaw, LexisNexis) and document management databases (i.e., Summation, CaseMap) is preferred. Applicants must have United States citizenship or be authorized to work in the United States. A background investigation is required as a condition of employment.

**Selection Criteria:** Candidates must possess a commitment to the defense of death sentenced individuals; have excellent oral and written communication skills; have strong legal research and writing skills; have strong organizational and analytical skills; be able to work independently and take initiative; and work well in teams.

**Salary/Benefits:** This is a full-time, at-will position. Salary is commensurate with qualifications and experience and is subject to direct deposit. Benefits include health and life insurance, retirement, and a Thrift Savings Plan. For more information on benefits, see <http://www.uscourts.gov/careers/benefits>.

**How to Apply:** Apply by emailing a letter of interest, résumé, a representative writing sample, and three references in a single PDF document to Hilary Potashner, Federal Public Defender, at [zzCAC\\_FPD\\_Applicants@fd.org](mailto:zzCAC_FPD_Applicants@fd.org) with the subject line: CAPITAL HABEAS PARALEGAL APPLICATION. All application materials must be received by June 9, 2017. The Federal Public Defender's Office may fill current and future positions from this vacancy announcement. Please, no phone calls.

*The Federal Public Defender's Office for the Central District of California is an Equal Opportunity Employer. All applicants, regardless of race, ethnicity, national origin, gender identity, sexual orientation, religion, disability, or age, are encouraged to apply.*