

POSITION ANNOUNCEMENT
Paralegal
Capital Appellate Resource Counsel
Federal Public Defender Office
Northern District of New York

The Federal Public Defender, Northern District of New York, is accepting applications for a Paralegal in its Albany, NY office, to begin work preferably in September 2017.

The Paralegal will principally assist an attorney in the Office who represents, in their appeal proceedings, persons sentenced to death in federal courts across the country, and also assists other attorneys handling such appeals. The Paralegal's duties will include the following:

- working with the attorney to collect, organize, and maintain the extensive records from trials, including transcripts, exhibits, motions, and prior attorney files;
- helping the attorney prepare and file briefs and other pleadings by reviewing and checking factual and legal citations, performing intensive proofreading, and managing production and filing of the final documents;
- helping the attorney communicate with and assist clients on death row;
- helping to collect, organize, maintain, and analyze data on federal capital cases;
- conducting non-legal research in public and media databases, and some limited legal research.
- assisting the attorney in preparing and organizing materials for training seminars and reports to federal judiciary committees that oversee his work; and

Applicants should have excellent organizational skills and attention to detail, be able to work independently and in a team, exercise mature judgment and maintain confidentiality, meet deadlines, work on multiple projects simultaneously, and work well with attorneys, clients, and other support staff. They should possess legal or paralegal experience, have a bachelor's degree from an accredited college or university or relevant paralegal training, and have some proficiency with such programs as Microsoft Word, Adobe Acrobat, Powerpoint, Excel, and, ideally, PACER/ECF (federal electronic filing). And they should ideally have some experience or commitment to working with and advocating on behalf of indigent clients.

The starting salary is commensurate with the experience and qualifications of the applicant, with a range from \$60,623 to \$102,106 annually. 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 employment benefits including health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by electronic funds transfer (direct deposit). All employees of the office are "at will" and all positions are subject to fluctuations in work load and funding.

How to Apply: Qualified persons may apply by e-mailing a cover, letter, resumé, and writing sample in pdf format to : **Matt_Landy@fd.org**

Submission Deadline August 8, 2017