

FEDERAL DEFENDERS

MIDDLE DISTRICT OF ALABAMA
FEDERAL DEFENDER PROGRAM, INC.

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CHRISTINE A. FREEMAN
Executive Director

POSITION ANNOUNCEMENT

Paralegal - Capital Habeas Unit

The Middle District of Alabama Federal Defender Program, Inc., in Montgomery, Alabama, is accepting applications for a possible opening for a full-time position of Paralegal. This position is designed to assist organization attorneys and other staff in providing representation in federal court to persons under state-imposed sentences of death. This organization is a non-profit corporation providing legal representation to indigent persons in federal criminal cases and on criminal matters in federal court.

Duties of this position will include work on assigned cases. Primary areas of responsibility will be to locate, gather and organize all records, court pleadings, transcripts, documents, exhibits, potential exhibits, and evidence; to create and maintain a uniform system of organizing such material; and to use computer software and hardware for the organization, maintenance and presentation of case files and litigation. Additional duties will include the review and analysis of case documentation, locating and interviewing witnesses, experts, family members, law enforcement personnel, and others with knowledge of the case or client; service of subpoenas; establishing and maintaining good working relationships with individuals and agencies that interact with office; the preparation of comprehensive descriptive written reports; testimony in court as required; use of additional equipment, including cameras, recorders and other equipment; providing assistance to attorneys and other office staff in preparation for court proceedings; and other duties as assigned.

Requirements and qualifications for this position include three or more years' experience in criminal or civil case work or information gathering; excellent writing skills; computer proficiency; ability to communicate and work well with others; demonstrated interest in criminal justice, post-conviction, and capital defense; commitment to obtaining justice for indigent persons; and ability to perform each of the tasks associated with this position. Education may be substituted for some experience. A variety of prior experience, including in non-legal fields, and/or paralegal or legal assistant training, would be helpful. Legal Assistant or Paralegal experience in high volume document litigation and familiarity with document management software are highly desirable. Applicants must have a driver's license, access to a car, and appropriate motor vehicle insurance. This position requires considerable resourcefulness; organizational skills; skill in written communications; creativity; initiative and drive; ability to analyze and evaluate facts, evidence and related information; and tact and discretion. Experience with Trial Director and/or Case Map is especially helpful.

Employees of this program may not engage in other full-time employment or litigation assistance for hire. Salary for this position begins at \$64,000 and depends on experience. This office provides excellent benefits. To apply, send a letter describing your interest in the position and a resume to: Christine A. Freeman, Executive Director, Office of the Federal Defender for the Middle District of Alabama, 817 S. Court Street, Montgomery, Alabama 36104. Do not telephone regarding the position.

Hiring is dependent on the appropriation of funding and consultation with the funding provider. This program is an Equal Opportunity Employer and welcomes applications from all qualified people, regardless of age, gender, race, national origin, ethnicity, sexual orientation, religion, English as a second language, or disability.