

**OFFICE OF THE FEDERAL PUBLIC DEFENDER
WESTERN DISTRICT OF OKLAHOMA
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**POSITION ANNOUNCEMENT
PARALEGAL – CAPITAL HABEAS UNIT**

The Federal Public Defender for the Western District of Oklahoma, located in downtown Oklahoma City, is accepting applications for the position of Paralegal in the Capital Habeas Unit (CHU). The CHU represents indigent death-sentenced prisoners in federal habeas corpus litigation proceedings throughout Oklahoma, as well as clemency proceedings for clients approaching execution.

Job Duties: CHU paralegals provide a full range of paralegal assistance to CHU attorneys on habeas cases. General areas of responsibility include: managing cases by organizing case files using various databases; identifying important documents and assisting in developing factual support for claims; requesting, tracking, and procuring records; traveling to various courts and law enforcement agencies to scan, copy and reproduce records and exhibits as necessary; cite-checking, finalizing, and filing pleadings, exhibits, and appendices; summarizing legal research and procedural history of cases; assisting attorneys with materials for experts; preparing, organizing, and tracking discovery requests; and assisting with depositions and hearings. CHU paralegals must be available to work during regular business hours, and when necessary, during evenings and weekends.

Requirements: Applicants must have at least (1) year of paralegal experience in complex civil or criminal litigation under the direct supervision of attorneys. A paralegal certificate from an ABA approved program is preferred but not required.

Proficiency with Office 365 applications (Word, Excel, Outlook, PowerPoint, Teams, OneDrive), Adobe Acrobat, and online research databases (e.g., Westlaw, LexisNexis) is required. Preference will be given to applicants with experience in legal document management databases used to manage and review electronically stored information (ESI) and in editing/converting audio and video files. Ability to lift and move boxes and willingness to travel to various locations to complete required tasks are also required.

A background investigation is required as a condition of employment. In line with current appropriations law, applicants must be United States citizens or permanent residents seeking citizenship as described here: <https://www.uscourts.gov/careers/search-judiciary-jobs/citizenship-requirements-employment-judiciary>.

Selection Criteria: Candidates must possess a commitment to the defense of individuals convicted of a crime and sentenced to death; 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, be flexible, 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 payable only by Electronic Funds Transfer (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, and three references **in a single PDF document** addressed to Zack Pan, Administrative Officer, at Zack_Pan@fd.org, with the subject line: **CAPITAL HABEAS PARALEGAL APPLICATION. Deadline: until filled.**

The Federal Public Defender's Office for the Western District of Oklahoma 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.