

FEDERAL PUBLIC DEFENDER - DISTRICT OF NEVADA

POSITION ANNOUNCEMENT

Capital Habeas Unit Paralegal

The Federal Public Defender, District of Nevada is now accepting applications for a Paralegal position in our Capital Habeas Unit. This is a full-time position based in Las Vegas. Salary is commensurate with experience and qualifications.

Applicants should have experience in the criminal justice field and/or complex civil litigation and possess excellent writing skills. Other duties include but are not limited to: gathering records; reviewing, organizing and managing voluminous case files; analyzing legal documents and preparing memoranda and legal pleadings; coding and database entry; and providing support to attorneys and other team members at all stages of the proceedings. Applicants should have a working knowledge of the criminal justice system and a personality that allows them to deal with many different types of individuals. Computer literacy is required. Familiarity with federal habeas corpus proceedings and document management programs, *e.g.*, Summation or Eclipse, is a plus. Some travel is required.

A minimum of three years' experience is preferred. Possession of a related bachelor or associate degree is preferred. Applicants must also possess the necessary initiative, ingenuity, attention to detail, and judgment needed to perform the duties outlined. Excellent written and verbal communication skills are required.

Send resume with three work references and writing sample to:

**James Morgan
Personnel Administrator
Office of the Federal Public Defender
411 E. Bonneville, Suite 250
Las Vegas, NV 89101
James_Morgan@fd.org**

Positions Open Until Filled.

The Federal Public Defender is an equal opportunity employer. Applicants must be a United States citizen, or a person authorized to work in the United States and receive compensation from this agency. Employment is subject to a satisfactory background investigation, including an FBI name and fingerprint check.