

**FEDERAL PUBLIC DEFENDER**  
CENTRAL DISTRICT OF CALIFORNIA  
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**SEAN K. KENNEDY**  
*Federal Public Defender*

**MARK R. DROZDOWSKI**  
*Supervising Attorney*  
*Capital Habeas Unit*

**POSITION ANNOUNCEMENT**

**PARALEGAL, CAPITAL HABEAS UNIT**

The Office of the Federal Public Defender for the Central District of California is accepting applications for a full-time Paralegal position for its Capital Habeas Unit. The Capital Habeas Unit 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. A Capital Habeas Paralegal provides litigation support to attorneys and investigators in the representation of death-sentenced prisoners in federal and state habeas corpus proceedings, as well as noncapital habeas inmates and federal criminal defendants.

Applicants for the position of Paralegal must have strong organizational and analytical skills, strong legal research and writing skills, and have the ability to work both independently and on a team. Applicants must have at least 3-5 years of paralegal experience under the direct supervision of attorneys, preferably in complex civil or criminal litigation. Applicants must be able to write clearly and communicate interrelated concepts and ideas effectively. Experience with online research databases (i.e. Westlaw) and document management databases (i.e. Summation) is preferred. A Paralegal Certificate from an ABA-approved program and college degree is strongly preferred.

This is a full-time permanent position with federal salary and benefits based on qualifications and experience. These positions are subject to mandatory EFT participation for payment of net pay. Salary will be commensurate with experience.

Qualified applicants should send a letter of interest, resume, representative writing sample, salary history, and the names of at least three references to:

Gary Andrew, Chief Paralegal  
Capital Habeas Unit  
Office of the Federal Public Defender  
321 East Second Street  
Los Angeles, California, 90012-4206

Applications will also be accepted by electronic mail so long as the document(s) are in PDF format. Please e-mail to [Gary\\_Andrew@fd.org](mailto:Gary_Andrew@fd.org), with the following subject line: CAPITAL HABEAS PARALEGAL APPLICATION. Application packages will be accepted until November 30, 2011. Any packages that fail to provide the required material will be immediately removed from consideration without further notice to the applicant.

**NO TELEPHONE CALLS OR FACSIMILES PLEASE.**