

# **FEDERAL DEFENDER SERVICES**

## **OF EASTERN TENNESSEE, INCORPORATED**

800 S. Gay Street, Suite 2400  
Knoxville, Tennessee 37929-9714

Elizabeth B. Ford  
Federal Community Defender

Telephone 865-637-7979  
Fax 865-637-7999

## **Position Announcement – Paralegal – Capital Habeas Unit**

### **Who We Are**

We work to keep people out of prison and to stop state executions by adhering to our office’s mission and core values—compassion, courage, competency, creativity, and collaboration—when representing clients. Our clients are indigent defendants charged with federal crimes ranging from drug offenses to white-collar conspiracies and clients who have been sentenced to death. We practice holistic defense lawyering to protect our clients’ rights and champion their humanity at every stage of the criminal case and beyond. Federal Defender Services of Eastern Tennessee seeks to attract and retain a high performing and diverse workforce to serve our clients. We foster an inclusive work environment that promotes commitment, flexibility, and fairness.

### **The Job**

We need a full-time Paralegal to fill a position in the Capital Habeas Unit located in the Knoxville Federal Defender Services office. The Capital Habeas Unit represents clients who have been sentenced to death. We represent clients in Tennessee and five other states.

### **Duties**

The paralegal will assist in the full scope of our work, which includes all stages of federal habeas corpus proceedings, as well as stay litigation and executive clemency. The position’s duties include, among other responsibilities, gathering, reviewing, summarizing, and indexing the numerous electronic and paper documents comprising the investigative files and court records relevant for our work; working with the Computer Systems Administrators to create and maintain electronic databases of those case records; maintaining internal dockets and calendars; assisting with the preparation of case-related forms, memoranda, and pleadings; and facilitating client contact and correspondence. The paralegal will work collaboratively with investigators and under the supervision of an attorney. We expect all members of a case team will contribute to discussions of case strategy.

### **Requirements**

This position demands strong organizational skills, problem-solving, writing skills, and attention to detail. Knowledge of federal court rules, practices, and case docketing is critical. Advanced proficiency in Word, Microsoft Outlook, Microsoft Excel, Adobe Acrobat and case-management software is required. Experience with Eclipse and Summation is desirable. An undergraduate degree

and at least three (3) years of previous experience with capital cases or other complex and document-intensive litigation are preferred. An affinity for teamwork is essential.

### **Salary and Benefits**

Salary is commensurate with experience and qualifications.

SUBMIT APPLICATION which must include a resume, cover letter, and THREE REFERENCES by **April 23, 2021**, to FDSET, 800 S. Gay Street, Suite 2400, Knoxville, Tennessee 37929 or by emailing your information to [Sandy\\_Waggoner@fd.org](mailto:Sandy_Waggoner@fd.org). NO telephone calls, please. Women and minorities are encouraged to apply.

**FDSET IS AN EQUAL OPPORTUNITY EMPLOYER**