



**OFFICE OF THE FEDERAL DEFENDER**  
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**HEATHER E. WILLIAMS**  
Federal Defender

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Chief Assistant Defender

**POSITION ANNOUNCEMENT #17-006**  
**SUPERVISING ASSISTANT FEDERAL DEFENDER – CAPITAL HABEAS UNIT**

The Office of the Federal Defender for the Eastern District of California is now accepting applications for the position of Supervising Assistant Federal Defender for its Capital Habeas Unit in the Sacramento Office. The Capital Habeas Unit (CHU) is responsible for representing California death row inmates in federal corpus proceedings.

Duties include supervising attorneys and support staff; acting as liaison to the courts; communicating with other entities involved in representing capital defendants; managing the panel of Criminal Justice Act attorneys qualified to accept appointment in capital habeas cases; and overseeing staff personnel actions as required. The CHU supervisor travels frequently for meetings with other CHU supervisors, for conferences and for trainings, including the Eastern District Judicial Conference, typically held at Lake Tahoe or Yosemite. The Defender envisions this position will be administrative, without direct responsibility for cases, for the first year.

The CHU Supervisor oversees a large caseload, with cases at various litigation stages. This management includes reviewing, researching and drafting pleadings, briefs, and motions; conducting evidentiary hearings and oral arguments; reviewing large case files to identify issues, further investigation, experts, etc.; developing litigation strategies; meeting with our clients, experts, witnesses, family members, and other parties to gather evidence to formulate case strategies; and supervising teams of attorneys, investigators, paralegals, and legal assistants. May require working holidays, evening and weekend hours, and frequent travel within the United States.

All applicants must either be (a) admitted to and in good standing with the California State Bar, or (b) a member in good standing of another state's bar and be willing to take and able to pass the California State Bar examination within the next two offerings after employment begins, with admission to the California State Bar within two years after employment starts. Applicants must have strong writing and advocacy skills, a demonstrated commitment to indigent capital defense, the ability to work in a team environment, and must possess effective organization skills including the ability to set and achieve priorities. Management experience strongly preferred. J.D. degree and ten years attorney experience required. Ten years of exclusively or primarily capital defense and/or state and/or federal post-conviction litigation experience strongly preferred. This is a full-time permanent position. Federal government benefits apply, including retirement, health, life and long-term insurances, Thrift Savings Program and flexible spending accounts. Direct deposit of pay required.

Employees of the Federal Defender are considered "at-will" employees and are not covered by the Civil Service Reform Act. Must be a U.S. citizen or a permanent resident in the process of applying for citizenship. Selected candidate will be subject to background check as condition of employment.

To apply, send cover letter, résumé, three references, writing sample and a completed *Application for Judicial Branch Employment* form (AO78), [http://www.cae-fpd.org/AO\\_78.pdf](http://www.cae-fpd.org/AO_78.pdf), to the following email:

**cae\_hr@fd.org**

Position announced on 3/27/17. Position closes on 4/21/17.

The Office of the Federal Defender is an equal opportunity employer. This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.