

STATE OF TENNESSEE
OFFICE OF THE POST-CONVICTION DEFENDER
P O Box 198068
NASHVILLE, TENNESSEE 37219-8068

EMPLOYMENT ANNOUNCEMENT

July 16, 2021

PARALEGAL POSITION

The Tennessee Office of the Post-Conviction Defender (OPCD) is accepting applications for a Paralegal position. All levels of experience will be considered. **The application deadline is August 6, 2021.** Applications will be reviewed on a rolling basis.

The OPCD is an independent agency of the Tennessee state government. The agency represents people sentenced to death in Tennessee and provides non-case-specific assistance and educational resources to appointed counsel in capital cases. Direct representation focuses on the investigation and presentation of collateral claims in state courts, primarily in post-conviction proceedings. The OPCD handles cases throughout Tennessee and travel is required. Please see www.tnpcdo.net for further details.

The paralegal will work on a team with attorneys and investigators to develop both guilt/innocence and sentencing claims on behalf of clients. The paralegal's primary duties will include building and maintaining a close working relationship with clients and their support system; maintaining an organized case file and database; locating, collecting, and processing records from various entities; preparing and maintaining case tracking documents; assisting attorneys with drafting and filing pleadings; performing factual research; participating in limited field investigation; handling administrative tasks related to retention of experts; as well as preparing exhibits, assisting with subpoenaing witnesses, and helping manage witnesses at court hearings.

Minimum Qualifications:

- Commitment to indigent criminal defense
- Familiarity with mental health, trauma, and racial justice issues
- Ability to collaborate closely with others in a team setting
- Ability to work and communicate with people from a variety of cultural backgrounds
- Clear oral and written communication skills
- Organizational and time-management abilities
- Knowledge of Microsoft Office and other document management software
- Ability to travel occasionally overnight
- Flexibility to work evenings and weekends
- A High School diploma or G.E.D.

- A valid driver's license

Preferred Qualifications:

- College degree
- Prior experience working in the criminal justice system
- Experience with SharePoint

The OPCD is an equal opportunity employer and is committed to creating a diverse environment. Salary is based on experience and level of education. Health insurance and other benefits are provided.

Interested candidates should send: 1) a cover letter discussing their interest in capital defense work and qualifications for the paralegal position 2) a resume; 3) three professional references; and 4) a short writing sample to **apply@tnpcdo.net**. Applications submitted without all required materials will automatically be disqualified from the hiring process. **Application deadline is August 6, 2021.**

Interviews will be conducted remotely.