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 January 6, 2023. Applications will be reviewed on a rolling basis.

The OPCD is an independent agency of the Tennessee state government. The agency represents people on Tennessee’s death row in appealing their convictions and sentences in state court, as well as in seeking clemency from the Governor. The office also provides non-case-specific assistance and educational resources to trial counsel appointed in capital cases. The OPCD handles cases throughout Tennessee and travel is required. The office and the position are located in Nashville. Please see www.tnpedo.net for further details about the agency.

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: 1) building and maintaining strong working relationships with clients, 2) maintaining an organized paper and digital case file, 3) locating, collecting, and processing records from various entities, as well as indexing records, 4) preparing and maintaining documents to track record collection attempts, deadlines, and other case-related tasks, 5) assisting attorneys with finalizing and filing pleadings, 6) performing factual research, 7) participating in limited field investigation, 8) handling administrative tasks related to working with experts, and 9) assisting with court hearings by preparing exhibits, assisting with subpoenaing witnesses, and helping manage witnesses in court.

Minimum Qualifications:

- Commitment to providing high-quality representation to those convicted and sentenced to death
- Basic understanding of mental illness, intellectual disability, 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
- Experience with Microsoft Office 365
• Ability to travel occasionally overnight
• Flexibility to work evenings and weekends with advanced notice
• 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

Benefits and Compensation:

• Salary ranging from $49,464 to $89,484, based on years of relevant experience and level of education.
• No state income tax
• Health, dental, vision, life, and disability insurance, as well as pharmacy benefits
• 10 weeks of paid parental leave
• Generous annual, sick, and compensatory time accrual, in addition to other types of leave
• Retirement program recognized as one of the top 5 strongest pension funds in the country
• Partial tuition fee waivers at state institutions of higher learning for state employees and discounts on undergraduate tuition for children of state employees
• Flexible work hours, including some ability to work remotely
• In-house and national training opportunities

For more detailed information regarding the benefits of Tennessee state employees, please visit: https://www.tn.gov/careers/employeebenefits.html. For more information about the state retirement program, please visit: https://treasury.tn.gov/Retirement/Retire-Ready-Tennessee/for-State-Employees.

The OPCD is firmly committed to creating a diverse and inclusive work environment and to the principle of fair and equal employment opportunities for all citizens. The OPCD strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subject to discrimination and harassment in the workplace.

Interested candidates should send: 1) a cover letter discussing their interest in capital defense work and qualifications for the paralegal position, 2) a resume, and 3) three professional references to apply@tnpcdo.net. Application deadline is January 6, 2023.

Applicants will receive a questionnaire to complete once they submit their application materials. First-round interviews will be conducted remotely. Second-round interviews will be conducted in person. The selected candidate will have an anticipated start date of March 2023. Accommodation of remote work for a limited amount of time will be considered for qualified applicants needing to relocate to Nashville.