

**Open Senior Staff Attorney Position
Capital Post-Conviction Project of Louisiana (CPCPL)**

CPCPL is a non-profit law office, established to represent indigent death-sentenced men and women in Louisiana. The Director is Gary P. Clements and Matilde J. Carbia is Deputy Director. CPCPL teams provide direct representation, pursuing collateral relief in capital cases in state and federal post-conviction. In addition, the office is responsible for securing counsel for all death-sentenced indigent persons in post-conviction in Louisiana, and for providing assistance to law firms who are currently representing capital post-conviction clients *pro bono*.

The office employs a client-centered, team approach; all staff members are expected to participate at every stage of the case. Currently, CPCPL has a staff of twelve plus two to three full-time interns, most of whom are international law students or attorneys. The offices are in downtown New Orleans. CPCPL provides substantial training to all staff, including attendance to at least one conference per year.

A Senior Staff Attorney position requires a lawyer with five or more years' experience representing death-sentenced persons, capital litigation experience, familiarity with federal habeas jurisprudence, and demonstrated skills in the investigation and presentation of mitigating evidence. The Senior Staff Attorney maintains an active caseload, as a member or leader of client-centered teams.

TYPICAL DUTIES: *(include, but are not limited to, the following):*

Senior Staff attorneys take a key support role in developing and implementing every step of that litigation, within the team.

- Guide the team by developing and implementing a plan to fully utilize the skill sets of all team members and resources provided to the Senior Attorney;
- Provide direct guidance/supervision/instruction of overall team and individual team members assignments/tasks;
- Review the trial and appellate record;
- Review and analyze all case files;
- Interview the client, trial attorneys, and often family members or fact witnesses;
- Guide fact and mitigation investigation of case by working closely with fact investigators and mitigation specialists;
- Work with forensic and mental health experts to further develop case issues;
- Write substantial pleadings, including both discovery motions and substantive legal claims for petitions, writs, petitions for certiorari, etc.;
- Develop, plan, coordinate and litigate evidentiary hearings in state and federal court;
- Attempt to resolve personnel issues within a team regarding issues of inadequate team performance; if unsuccessful, will present issue to management team for further resolution;
- As team leader, has ultimate decision on team plans.

REQUIRED

A Senior Staff Attorney position requires admission to the State Bar of Louisiana and five years experience as an attorney in the field of capital litigation, preferably at the post-conviction level.

If only licensed in a jurisdiction other than Louisiana, admission to the Louisiana bar within 6 months from the date of hiring is required. Salary level will be commensurate with experience.

The Senior Staff Attorney requires thorough familiarity with state and federal habeas jurisprudence, and with the investigation, development, and presentation of forensic and mitigating evidence. The Senior Staff Attorney maintains an active caseload, including guidance/instruction of all other team members: Staff Attorneys, Mitigation and Fact Investigators and Paralegals on performance and quality of work.

Case dependent travel required within Louisiana and possibly out of state.

Strong written advocacy. Proficient PC skills, preferably in Microsoft Word, Outlook and Excel, Clerking or intern experience in criminal defense-related work, preferably with a capital trial, appellate or post-conviction office at state or federal level. Experience as a supervisor of other attorneys and staff.

DESIRABLE

Computer skills necessary, software used includes CaseMap - Case Tracking & Records Summarization, Worldox Document Management System, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Access, WordPerfect, Adobe Acrobat, OCR Scanning software
Office equipments used: copiers, scanners, faxes, telephones, computer desktops and laptops.

Salary/Benefits: Salary commensurate with experience, fully employer-paid health and dental insurance for employee & family.

Application Deadline: Open until filled

Send Application via email (cover letter of interest, resume, writing sample & 3 references) to:

Gary Clements, Director
1340 Poydras Street, Suite 1700
New Orleans, LA 70112
gclements@cpcpl.org or mcarbiam@cpcpl.org