

POSITION ANNOUNCEMENT 10-04

Research and Writing Specialist

Office of the Federal Public Defender

Western District of Texas

Austin Division

The Federal Public Defender for the Western District of Texas is accepting applications for the position of research and writing specialist to be stationed in the Austin branch office. The federal defender organization operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services in federal criminal cases and related matters by court appointment.

Requirements. Although not that of an assistant federal defender, a research and writing specialist is an attorney position. Applicants must be: (1) a graduate of an accredited law school; (2) admitted to practice in good standing before the highest court of a state; and (3) licensed to practice in the U.S. District Court for the Western District of Texas by the time of entrance on duty. Appointment is subject to a satisfactory background investigation including an FBI fingerprint check.

Duties. The primary duties of a research and writing specialist include: (1) drafting motions, memoranda, petitions, and briefs, (2) consulting with attorneys on legal issues arising in discovery, motion practice, trial, sentencing, and appeal, and (3) meeting with clients and witnesses to prepare for motions, trial and sentencing. A research and writing specialist may be required to perform general paralegal duties, as well as other duties as assigned. The research and writing specialist does not ordinarily sign pleadings or make court appearances.

Selection Criteria. The successful candidate for research and writing specialist will have an established capacity or clearly demonstrated aptitude for excellence in criminal defense practice, a commitment to the representation of indigent accused persons, and a reputation for integrity. Candidates must have strong computer legal research and word processing skills, be able to analyze legal issues from lengthy, complex records, and write clearly and concisely. Prior appellate writing experience or experience in handling federal criminal cases and Spanish-language fluency are preferred.

Salary and Benefits. The starting salary for a research and writing specialist will be commensurate with experience and qualifications of the applicant, within a range from JSP-9, Step 1 to JSP-15, Step 1, currently yielding \$47,448 to \$113,735 per annum. The position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. The position does include regular Government employment benefits including health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

How to Apply. Qualified persons may apply by forwarding a letter of interest (mentioning announcement number 10-04), résumé, and representative writing sample. Send completed application to: Henry J. Bemporad, Federal Public Defender, Western District of Texas, 800 Brazos St., Ste. 490, Austin, Texas 78701-2507. For applicants with disabilities, this organization provides reasonable accommodations, determined on a case by case basis. To request a reasonable accommodation for any part of the application or interview process, contact Administrative Officer Susan Andrade at (210) 472-6700. Position announced January 12, 2010; open until filled.

The Federal Public Defender is an equal-opportunity employer.