

POSITION ANNOUNCEMENT # 2010-03
Research and Writing Specialist

The Federal Public Defender for the District of Vermont is accepting applications for a Research and Writing Specialist. The federal defender organization operates under authority of the Criminal Justice Act (CJA), 18 U.S.C. §3006A, to provide defense services to indigent persons in federal criminal cases upon appointment by the United States District Court.

Requirements: (1) a graduate of an accredited law school; (2) admitted to practice in good standing before the highest court of a state for at least three years; (3) licensed to practice in the U.S. District Court for the District of Vermont by the time of entrance on duty, or within a short time thereafter; and (4) licensed to practice law in the State of Vermont, or become so licensed within one year after entrance on duty. Appointment is subject to a satisfactory background investigation.

Duties: The Research and Writing Specialist drafts motions, memoranda, petitions and briefs to be filed in the U.S. District Court, the U.S. Court of Appeals and the U.S. Supreme Court. Consults with the Federal Public Defender and Assistant Federal Defenders on legal issues arising in motion practice, evidentiary hearings, trials and appeals, including capital litigation. Assists and responds to inquiries by attorneys on the CJA Panel. Performs paralegal duties, case management, and other duties as assigned.

Selection Criteria: The successful candidate will have an established capacity or demonstrated aptitude for excellence in criminal defense practice and a commitment to the representation of indigent accused persons, experience in computer-assisted legal research, and word-processing and document organization capabilities sufficient to produce appellate briefs and appendices without assistance from other staff members. Experience in handling federal criminal cases is preferred. Research and writing experience in capital litigation is a plus.

Salary and Benefits: Salary commensurate with experience consistent with federal salary guidelines. 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. Salary is payable only by Electronic Funds Transfer (direct deposit).

How to Apply: Qualified persons are invited to apply by submitting a statement of interest, a resume with professional references, and two brief writing samples. Submissions may be emailed to [Kristen Bures@fd.org](mailto:Kristen.Bures@fd.org) , Administrative Officer, or mailed to:

Office of the Federal Public Defender for the District of Vermont
Attn: Administrative Officer
126 College Street, Suite 410
Burlington, Vermont 05401

Applications must be received by **February 19, 2010**.

**The Federal Public Defender for the District of Vermont
Is an Equal Opportunity Employer.**