

Federal Public Defender Office Middle District of Florida

Position Title/Number: **Research & Writing Specialist – Capital Habeas Unit
#2018-027**

Position Location: **Tampa**

The Office of the Federal Defender for the Middle District of Florida is now accepting applications for Research and Writing Specialists (R&WS attorneys) in its Capital Habeas Unit (“CHU”) in the Tampa office. This position is for an experienced capital habeas lawyer or a talented writing attorney who is interested in working on federal capital habeas cases. The dedicated team of attorneys, investigators, paralegals, and legal assistants in the CHU advocate for indigent prisoners sentenced to death in Florida or by a federal court. Our CHU unit staff have extensive and diverse experience in life, law, and the field of capital habeas litigation. Skilled collaboration, strategic litigation, compassionate representation, and unique approaches to the issues affecting our clients are among the values we aim to foster in our CHU. Familiarity with Florida state capital prosecutions is highly desirable.

Qualifications: The successful applicant must be a graduate from an accredited law school and a member in good standing of preferably the Florida Bar, or any other state bar. Applicants should have a commitment to providing quality representation to indigent defendants and have a reputation for personal integrity. Strong computer research, word processing, and interpersonal communication skills are essential for this position, as is the ability to analyze legal issues from lengthy, complex records and write clearly and concisely. Excellent and highly accurate writing of memoranda, motions and briefs is required.

Prior experience in Florida or any jurisdiction's federal capital habeas representation is **highly** preferred. Preference will be given to applicants with at least five years of experience in state and/or federal criminal law, complex civil litigation, death penalty litigation, or habeas corpus litigation, or applicants with federal judicial clerkship experience. Experience in mental health forensics is very beneficial. Other exceptional experience or qualifications that would serve our clients may be considered in lieu of the litigation experience described above. Applicants must have an established capacity or clearly demonstrated aptitude for excellence in capital defense, strong written and oral advocacy skills, work well in teams, and be effective organizers.

Additional Experience and Proven Skill in the following areas:

- Knowledge of the federal capital habeas system;
- Knowledge of the Florida state capital prosecutions, appeals, and post-conviction relief systems;
- Proficiency with computers and use of Word, Adobe Acrobat Standard, CaseMap, Summation, and conducting internet-based research.

Duties: R&WS attorneys represent death-sentenced prisoners in their federal habeas corpus proceedings. R&WS attorneys carry a full caseload, representing clients in all stages of their federal court litigation—from investigation, to briefing at all levels of the court system, through oral advocacy, and in clemency proceedings. Regular responsibilities include: working with clients; digesting large case files and investigative materials; developing litigation strategies; researching the law; drafting pleadings; conducting evidentiary hearings; presenting oral arguments; working with experts and other witnesses; and supervising teams of investigators, mitigation specialists, paralegals, and legal assistants. This position may require work on holidays, evenings, and weekends, as the nature of the cases require. Frequent travel within the United States also may be required.

Grade / Salary Range: This position is subject to the availability of Federal funds. Salary is dependent upon budget approval and experience. Grade 9-15. Range is \$50,598 - \$157,663.

Deadline to submit an application is **FRIDAY, AUGUST 17, 2018**. Send cover letter with resume, three professional references, and two writing samples (1 motion and 1 brief) in **PDF** format via email to:

Federal Public Defender Office
Attn: Martha Lugo, Personnel Administrator
martha_lugo@fd.org

All other formats will not be accepted. Phone inquiries can be directed to Ms. Lugo at (813) 514-4215.

The Federal Defender's Office (FDO) is a branch of the U.S. Courts, an Equal Opportunity Employer, and operates under authority of the Criminal Justice Act, 18 U.S.C. Section 3006A, to provide indigent defense services in federal criminal cases and related matters in the federal courts. This is Excepted Service Employment with Federal Government Benefits. Salary is based on Experience. This position is subject to mandatory Electronic Funds Transfer (Direct Deposit) of federal salary payment. Only qualified applicants will be considered for this position. Applicants must be U.S. Citizens or eligible to work in and for the United States. Applicants selected for interviews must travel at their own expense. This position is subject to a background investigation; therefore, the successful applicant will undergo a mandatory criminal background check investigation, which will include the completion of fingerprint checks. The FDO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify Ms. Lugo at (813) 514-4215. The decision on granting reasonable accommodations will be made on a case by case basis.

POSTING DATE: August 1, 2018 to August 17, 2018 at 5:00 p.m. E.S.T.