

**OFFICE OF THE FEDERAL PUBLIC DEFENDER
EASTERN DISTRICT OF ARKANSAS**

1401 W. Capitol Ave., Suite 490
Little Rock, AR 72201

**SUPERVISING ASSISTANT FEDERAL DEFENDER - CAPITAL HABEAS UNIT
Position Announcement 2021-06**

The Federal Public Defender for the Eastern District of Arkansas is accepting applications for the position of Supervising Assistant Federal Defender for the Capital Habeas Unit (CHU Chief). The Federal Public Defender, a branch of the U.S. Courts, operates under the authority of the Criminal Justice Act, 18 USC 3006A, to provide defense services to indigent persons in federal criminal cases and related matters in the federal courts. The CHU represents state death-sentenced individuals in federal habeas, lethal injection, and state clemency proceedings.

Duties: The CHU Chief will report directly to the Federal Public Defender and will be responsible for managing the CHU. This will include, but will not be limited to, supervising and overseeing the training of CHU staff, participating in the staff selection process, and helping to recruit diverse and qualified applicants when vacancies arise. Substantial administrative responsibilities will also be required.

The CHU Chief will oversee and provide guidance to attorneys and staff charged with the representation of petitioners in federal capital habeas in both the Eastern and Western Districts of Arkansas and related proceedings, and work collaboratively with attorneys and staff. The CHU Chief will also carry their own caseload and personally represent and advocate for clients on death row.

This position will require work on holidays, evenings, and weekends, as the nature of the cases require. This position also requires travel. Assistant Federal Defenders may not engage in the private practice of law.

Requirements: The successful applicant must be a graduate from an accredited law school, a member in good standing of a state bar, and immediately eligible for District Court/Circuit Court bar admission, if not already admitted. At least 10 years of legal work experience is desired. Some management experience is preferred, as is either current or prior employment by a CHU. Significant experience in capital cases, habeas and/or post-conviction work is required. Experience in the trial of criminal and capital cases is preferred. Experience and understanding of clemency proceedings and method-of-execution litigation is preferred. Applicants should have a commitment to providing high quality representation to indigent defendants and have a reputation for personal integrity. The successful applicant will be a talented legal writer and a proven advocate and litigator in capital habeas and related cases, with substantial experience handling capital post-conviction. The successful applicant must be team-oriented, committed to indigent criminal defense, committed to staff diversity, committed to staff development and training, and committed to fostering the office's role as a resource to other CHUs and private attorneys in capital habeas and related cases.

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 to write clearly and concisely. A successful applicant must be able to prioritize projects and work both independently and cooperatively with AFD's and CHU staff, and must be willing to devote substantial time to administrative and management tasks.

Salary and Benefits: Starting salary will be commensurate with the experience and qualifications of the applicant. This position is excepted service and does not carry the tenure rights of the competitive Civil Service. The position does offer federal government employment benefits including health and life insurance, the Federal Employees Retirement System and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

Conditions of Employment: All application information is subject to verification. Appointment to the position is contingent upon a background investigation including an FBI fingerprint check. Employees of the Federal Public Defender are members of the judicial branch of government; they are considered 'at will' and can be terminated with or without cause.

To Apply: Qualified applicants should complete the AFD Application available at <http://are.fd.org>, and provide it, along with a resume' and writing sample, to caletta_jones@fd.org. Applications will be accepted until the position is filled, but priority consideration will be given to those applications received by July 30, 2021.

EQUAL OPPORTUNITY EMPLOYER

POSITION OPEN UNTIL FILLED

NO PHONE CALLS OR FOLLOW -UP EMAILS PLEASE