



**Office of the Federal Defender  
Middle District of Florida  
Alec Fitzgerald Hall, Esq.  
Federal Defender**

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**Vacancy Announcement #2024-014**  
**Position Title: Research & Writing Specialist (Appellate)**  
**Duty Station: MDFL**

**Posting: April 24, 2024**  
**Closing Date: May 8, 2024**  
**Permanent Full-Time**

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The Federal Defender for the Middle District of Florida office is accepting applications from qualified candidates to fill the position of Research and Writing Specialist (Appellate Attorney). The appellate unit is committed to the pursuit of justice by aggressively advocating in federal court for the constitutional rights and inherent dignity of individuals who are convicted of crimes and who cannot represent themselves.

**Requirements:** The successful applicant(s) must be a graduate from an accredited law school and a member in good standing of the Florida Bar (preferred) or any other state bar. Applicant(s) should have a commitment to providing quality representation to indigent defendants, a working knowledge of the criminal justice system, and a reputation for personal integrity. Applicant(s) must be effective and thoughtful communicators with clients, colleagues, and staff. Applicant(s) should be team-oriented and collaborate with other attorneys, paralegals, investigators, staff, and experts. Strong legal research, word processing, and interpersonal communication skills are essential for this position, as is the ability to identify and analyze legal issues from lengthy, complex records and write clearly and concisely. Excellent and highly accurate writing of memoranda, motions, and briefs is required.

**Duties:** R&WS appellate attorneys represent indigent clients in their federal appellate and post-conviction proceedings. R&WS attorneys carry a full caseload, representing clients throughout the appellate process, from preservation in the district court through briefing and oral argument in the appellate court. R&WS attorneys also represent clients in post-conviction proceedings, including collateral attacks and motions for reductions in sentence. Regular responsibilities include researching the law, developing litigation strategies, digesting large records and case files, drafting briefs and motions, presenting oral arguments, filing petitions and post-conviction motions, and working with clients. This position may require work on holidays, evenings, and weekends, as the nature of the cases require.

**Selection Criteria:** The successful applicant(s) will demonstrate a passion for and dedication to indigent criminal defense, a commitment to client-centered representation, and the ability to work as part of a team. Will have a clearly demonstrated aptitude for excellence in federal appellate and post-conviction practice and a reputation for integrity. The successful applicant will have strong legal research and oral advocacy skills, the ability to analyze complex legal issues, and the ability to write clearly and concisely. Applicant(s) also must be able to communicate effectively with clients, witnesses, colleagues, and court

and agency personnel; work effectively in a team-based environment; possess strong oral and interpersonal skills; be able to work independently and set priorities to meet critical deadlines; and be committed to providing the highest quality representation to indigent defendants.

**Salary and Benefits:** Salary is commensurate with experience and qualifications. This is a full-time position with federal government employment benefits, including health and life insurance, retirement, and Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

**Conditions of Employment:** Applicants must be U.S. citizens or eligible to work in and for the United States. Appointment to this position is contingent upon successful completion of an FBI name and fingerprint check. Employees of the Federal Defender are members of the judicial branch of government. They are considered “at-will” and can be terminated with or without cause. Employees are considered at-will and are not covered by the Civil Service Reform Act.

**How to Apply:** Qualified persons may apply by submitting a letter of interest, resume, three professional references, and two recent writing samples (limited to 10 pages each) **in a single Adobe PDF format. Applications must be received by 5:00 p.m. on Wednesday, May 8, 2024.** Submissions An email confirming receipt of the PDF will be sent to all applicants. Submissions that are incomplete or fail to follow the instructions above will not be considered.

Please send your submission to attention:  
**Office of the Federal Defender, Middle District of Florida**  
**Evelyn Langston, Human Resources Manager**  
[FLM\\_HumanResources@fd.org](mailto:FLM_HumanResources@fd.org)

Only those selected for interview will receive further communication.

**Commitment to Diversity, Equity, & Inclusion:** Our office values diversity, is committed to equity and inclusion, and aspires to create a culture of mutual respect, collaboration, openness, and humility that honors the people we represent. We believe representation is better when members of the defense team have diverse backgrounds and experiences. We seek an applicant who shares this belief and commitment. We embrace the unique contributions our employees can bring to the FDO because of their backgrounds, social identities, and lived experiences. We especially encourage applications from members of the BIPOC community, people who have been affected by the criminal legal system, and people from other underrepresented and historically marginalized groups. We are interested in applicants’ talent, intelligence, dedication, and persistence, and desire to see that all people are treated fairly and respectfully – no matter the allegation or circumstance.

**Prior to employment, all applicants are required to be fully vaccinated or have received the first dose in a two-dose vaccine against COVID-19. Those applicants who have only received the first dose in a two-dose vaccine are required to receive the second dose and be fully vaccinated no later than five weeks after the start of employment.**

**The FDO provides reasonable accommodations to applicants with disabilities. The decision on granting reasonable accommodations will be made on a case-by-case basis.**

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. § 3006A, to provide indigent defense services in federal criminal cases and related matters in the federal

courts. We provide equal opportunity for all qualified people who desire to use their skills and abilities in our workplace on behalf of our clients, regardless of gender, sexual orientation, race, ethnicity, national origin, religion, or disability. This Office is committed to a diverse staff.

*The Federal Defender is an equal opportunity employer.  
Members of the BIPOC Community are encouraged to apply.*