

**FEDERAL COMMUNITY DEFENDER OFFICE  
FOR THE EASTERN DISTRICT OF PENNSYLVANIA**

FEDERAL COURT DIVISION - DEFENDER ASSOCIATION OF PHILADELPHIA

SUITE 540 WEST -- THE CURTIS CENTER  
601 WALNUT STREET  
PHILADELPHIA, PA 19106

**LEIGH M. SKIPPER**  
CHIEF FEDERAL DEFENDER

PHONE NUMBER (215) 928-1100  
FAX NUMBER (215) 928-1112  
FAX NUMBER (215) 928-0822  
FAX NUMBER (215) 861-3159

**HELEN A. MARINO**  
FIRST ASSISTANT FEDERAL DEFENDER

**JOB ANNOUNCEMENT**

**CAPITAL HABEAS UNIT**  
**TEMPORARY RESEARCH & WRITING SPECIALIST**  
**(Two Positions)**  
**Posting Code 500200-18**

The Federal Community Defender Office for the Eastern District of Pennsylvania has openings in the Capital Habeas Unit for two **temporary** Research and Writing Specialists. These temporary positions will be filled as soon as possible, consistent with the availability of the successful candidates, and will extend for a year and a day from the date of hire.

The CHU Research and Writing Specialist provides legal services to death-sentenced prisoners in all stages of federal habeas corpus proceedings. The CHU Research and Writing Specialist duties include: staying abreast of the latest developments in habeas corpus and criminal procedure; disseminating that knowledge to Assistant Federal Defenders in the Unit; drafting petitions and appellate briefs; analyzing, researching and gathering records; maintaining client contact; and conducting investigations. Under the supervision of the responsible Assistant Federal Defender, the CHU Research and Writing Specialist may sign pleadings or make court appearances in exceptional circumstances based on specific conditions.

Candidates must be attorneys and possess strong writing ability, should have a demonstrated commitment to poverty law or indigent criminal defense, and should have experience in one of the following areas: criminal law, preferably in capital cases; habeas corpus litigation; or complex federal court civil litigation. Capital post-conviction or appellate experience is preferred. Recent law school graduates with at least two years of relevant work experience and outstanding academic record and writing ability may also be considered. Requirements include admission and good standing before the federal bar, in combination with admission and good standing to a state bar. Eligibility for admission to the Pennsylvania Bar or willingness to sit for the next bar exam is required. Fluency (oral and written) in the Spanish language is helpful but not required. A background in any area of mental health and/or social work is helpful. Ability to engage in extensive travel throughout the country is required. The position requires that the incumbent occasionally lift and/or move up to 25 pounds.

Interested applicants should submit a cover letter, resume, and writing sample to Sonya Hutson, Human Resources Administrator, via e-mail at [EmploymentPAE@fd.org](mailto:EmploymentPAE@fd.org), or by regular mail to Suite 540 West, The Curtis Center, 601 Walnut Street, Philadelphia, Pennsylvania 19106. Candidates will be interviewed on an ongoing basis, and the positions will remain open, until filled.

Salary will be based upon experience consistent with federal guidelines and regulations. Kindly note that the filling of these positions will be subject to the funding restrictions and approval of the Administrative Office of the United States Courts.

The Federal Community Defender Office is an Equal Opportunity Employer. Women and minorities are encouraged to apply.