

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

FEDERAL COURT DIVISION - DEFENDER ASSOCIATION OF PHILADELPHIA

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**JOB ANNOUNCEMENT
CAPITAL HABEAS UNIT
RESEARCH & WRITING SPECIALIST
(At Least One Position)
Posting Code 040250-22**

The Federal Community Defender Office for the Eastern District of Pennsylvania is seeking candidates with litigation experience and excellent analytic, research and writing skills to fill the position of Research & Writing Specialist (RWS) in our Capital Habeas Unit. The Capital Habeas Unit, or CHU, represents death-sentenced prisoners in all stages of federal habeas corpus proceedings, including federally death-sentenced prisoners. The CHU Research and Writing Specialist is an integral part of the legal team providing those legal services. Our office is located in Philadelphia's vibrant Center City district, in newly renovated office space in the historic Curtis Building in Philadelphia, close to the federal courthouse and across from Independence Mall, the Liberty Bell and Washington Square Park.

In addition to assisting with legal research and drafting petitions, briefs and other case filings, the duties of the CHU Research and Writing Specialist include: maintaining client contact; assisting with the planning and implementation of investigation relating to both the guilt and penalty phases of capital cases; staying abreast of the latest developments in the law of habeas corpus and criminal procedure and providing updates to legal staff; and analyzing, researching and gathering records. The FCDO also provides training and appropriate opportunities for interested CHU Research and Writing Specialists to develop their courtroom skills.

Candidates must be attorneys who possess excellent skills in legal analysis, research and writing. Candidates 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. 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. Candidates must be willing and able to engage in extensive travel throughout the country.

Applicants must be members in good standing of the Bar of the Supreme Court of Pennsylvania or be willing to sit for the Pennsylvania bar examination, and they must, subsequent to hiring, gain admission to the Eastern District of Pennsylvania. Candidates should understand that vaccinations are required, and Federal Community Defender Office will consider accommodations for disability and religious-based reasons.

Interested applicants should submit a cover letter, resume and writing sample to [Federal Community Defender Office Careers](#). Salary will be based upon experience consistent with federal guidelines and regulations. Kindly note that the filling of this position will be subject to the funding restrictions and approval of the Administrative Office of the United States Courts. Candidates will be interviewed on an ongoing basis until the position is filled.

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