POSITION ANNOUNCEMENT
Research and Writing Specialist (Trial Unit)

The Federal Public Defender for the Middle District of Pennsylvania is accepting applications for the position of Research and Writing Specialist in its Trial Unit, to be located in its Williamsport, PA office. The federal defender organization operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services in federal criminal cases and related matters in the federal courts.

**Duties:** The Research and Writing Specialist provides advanced legal research and writing assistance, as assigned, to Trial Unit attorneys in the Williamsport, Scranton, and Harrisburg offices. The R & W Specialist duties include keeping abreast of developments in substantive criminal law and criminal procedure, engaging in computer-assisted legal research, aiding in the development of legal strategies, and drafting motions and memoranda of law for filing in the federal district court. The R & W Specialist will also provide assistance to Appellate Unit attorneys in legal research and drafting appellate briefs.

**Requirements:** The applicant must be a member in good standing of a State Bar in which they are currently admitted, and be eligible to either sit for the Pennsylvania Bar or wave-in within one year. Three years of legal practice or its equivalent, including judicial clerkship experience, is highly preferred. Familiarity with federal criminal practice is favored. The applicant must have a strong commitment to obtaining justice for indigent clients. Fluent in Spanish is a plus. Some travel will be necessary.

The applicant must have excellent legal research and writing skills, and a demonstrated ability to understand complex legal and factual issues. The applicant must be able to work independently and set priorities to meet critical deadlines, and to work cooperatively with other attorneys.

**We strongly encourage women and minorities to apply.**

**Salary and Benefits:** This is a full-time position. Federal salary and benefits are commensurate with experience and education, consistent with federal guidelines and regulations. This position is subject to mandatory direct deposit of net pay. The selected candidate will be subject to a background check as a condition of employment.

**How to Apply:** Persons may apply by sending a letter of interest and resume, with references, and a writing sample to:

Federal Public Defender’s Office  
Attn: Trial Unit R & W  
100 Chestnut Street, Third Floor  
Harrisburg, PA 17101

We must receive your application no later than June 23, 2021. No telephone calls or e-mails please.

We intend to conduct in-person interviews in Williamsport on two days, tentatively during the week of June 28, 2021. The successful candidate must be able to start in September of 2021.

The Federal Public Defender for the Middle District of Pennsylvania is an Equal Opportunity Employer.