

FEDERAL PUBLIC DEFENDER DISTRICT OF PUERTO RICO

Position Announcement # 2018-01

RESEARCH AND WRITING SPECIALIST

The office of the Federal Public Defender, District of Puerto Rico, is accepting applications for a Research and Writing Specialist (Attorney). The federal defender organization operates under authority of the Criminal Justice Act (CJA), 18 U.S.C. § 3006A, to provide defense services to indigent persons in federal criminal cases and related matters upon appointment by a U.S. Court.

JOB DESCRIPTION: The Research and Writing Specialist is an Attorney that provides advanced research and writing support to Assistant Federal Defenders on trial and appellate cases. Specifically, the individual researches legal issues and writes briefs, motions, petitions, and legal memoranda for review by the Chief Defender and Assistant Federal Defenders. This position requires direct contact with clients, including those who are incarcerated, and substantial responsibilities involving all stages of trial practice.

REQUIREMENTS & QUALIFICATIONS: The successful applicant will have excellent legal research and writing skills, a demonstrated commitment to criminal defense, a team-oriented professional demeanor, and a reputation for personal integrity. Must be graduated from an accredited law school, admitted to practice in good standing before the highest court of a state, territory, or possession of the United States; eligible to be admitted on motion (under local rule) to the U.S. District Court for the District of Puerto Rico; eligible to be admitted to practice before the First Circuit Court of Appeals within six months of employment; be bilingual in English and Spanish given the make-up of the FPD-PR client base; be computer literate and knowledgeable in word processing (Word), proficient in computerized legal research using computer research programs (e.g., West Law, Lexis) and internet-based resources; be able to perform legal research in trial environments and have significant appellate experience.

SALARY & BENEFITS: This is an "Excepted Appointment" full-time position with federal benefits and salary commensurate with experience and qualifications. Benefits include annual leave according to years of service, sick leave, health and life insurance, retirement and Thrift Savings Plan. Salary is payable only by direct deposit. Proof of United States citizenship and other employment eligibility is required.

APPLICATION PROCEDURES: Qualified attorneys may apply by submitting a letter of interest, resume, and three (3) relevant writing samples in a single document, **PDF Format** to:

*Federal Public Defender District of Puerto Rico
Selection Committee*

at candy_d_carbaugh@fd.org

More than one position may be filled with this announcement. Position announced January 25, 2018; the application period will remain open until February 26, 2018, or until position(s) are filled. Personal and facsimile submissions will not be accepted, walk-ins will not be attended: prior to interview process. Incomplete or improperly submitted applications will not be considered. This position is subject to fluctuation in work load and funding. Successful candidate will be subject to a background investigation including FBI name and fingerprint check and an IRS tax check as a condition of employment. Relocation allowances will not be paid.

**The Federal Public Defender for the District of Puerto Rico
Is an Equal Opportunity employer**