

**OFFICE OF THE FEDERAL PUBLIC DEFENDER
WESTERN DISTRICT OF OKLAHOMA**



**POSITION ANNOUNCEMENT
RESEARCH AND WRITING SPECIALIST - CAPITAL HABEAS UNIT**

The Federal Public Defender for the Western District of Oklahoma is accepting applications for the position of Research and Writing Specialist in the Capital Habeas Unit stationed in Oklahoma City. The Federal Public Defender operates under authority of Title 18, United States Code, Section 3006A(g)(2)(A), to provide legal services by court appointment to individuals unable to afford counsel. The Capital Habeas Unit represents death sentenced prisoners in federal habeas corpus litigation proceedings throughout Oklahoma.

Job Description: The Research and Writing Specialist is an attorney position that provides advanced research and writing services to Assistant Federal Public Defenders in the Capital Habeas Unit. Specifically, the individual will research legal issues and assist in drafting federal habeas petitions, motions, pre-hearing briefs, appeals, petitions for certiorari, and clemency petitions. The Research and Writing Specialist does not ordinarily sign pleadings or make court appearances.

Requirements: To qualify, an applicant must be a graduate of an accredited law school, admitted to practice, and in good standing before the highest court of a state. Capital litigation experience in direct appeal, state post-conviction, or federal habeas corpus proceedings is preferred. Other related experience may be considered. We are looking for a team-oriented lawyer with strong research and writing skills and a commitment to defend individuals facing the death penalty. The applicant should have excellent interpersonal skills, strong technical skills, the ability to prioritize, and the ability to work both independently and cooperatively. Work outside normal business hours, including travel, is sometimes required.

Selection Criteria: The successful applicant will have an established capacity or clearly demonstrated aptitude for excellence in criminal defense practice, a commitment to the representation of indigent accused persons, and a reputation for personal integrity. If an offer of employment is extended, the applicant must complete a background security investigation including an FBI name search and IRS tax check. Fingerprints and photographs will be taken. Appointment will be subject to the applicant's successful completion of a security investigation and a favorable report.

Salary and Benefits: Salaries are comparable to the office of the U.S. Attorney. This is an at will, excepted service, position. It does not carry the tenure rights of competitive Civil Service. Full federal benefits are available, including participation in health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

How to Apply: Qualified persons may apply by sending via email a letter of interest, resume and representative writing sample. References are required. Applicable experience should be described in detail. Send completed application in pdf format to: zack_pan@fd.org (Letter of interest and references must be included).
Deadline: **Until filled.**

The Federal Public Defender Organization follows an Employee Dispute Resolution Plan approved by the United States Court of Appeals for the Tenth Circuit. We are an Equal Opportunity Employer committed to quality representation, diversity and inclusion.