

Federal Public Defender - Northern District of Oklahoma

Position Announcement

Full-time Research & Writing Specialist, Tulsa, Oklahoma

The Federal Public Defender for the Northern District of Oklahoma is proud to be an equal opportunity employer. Diversity and dignity are central to our work. We hire without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, height, weight, veteran status, military obligations, or marital or parental status. We do not tolerate any form of discrimination or harassment in any personnel decisions or employee interactions.

About Us. We work to keep people out of the criminal legal system through holistic representation, collaboration, and education. Our clients are people accused of federal crimes who cannot afford to hire private lawyers. We protect our clients' rights and center their humanity at every stage of the criminal case and beyond. We value hard work, diversity, teamwork, creativity, flexibility, and fairness.

The Job. The Research and Writing Specialist is an attorney position that provides advanced research and writing services to staff attorneys on trial and appellate cases, writes briefs, motions, petitions for certiorari, and legal memoranda for review by the Defender and staff attorneys. General duties include examining, analyzing and researching records and issues; performing legal research and preparing legal documents; assisting staff attorneys with all aspects of case preparation, training and continuing legal education and supervision of legal interns as appropriate. The Research and Writing Specialist has limited opportunities to sign pleadings and make court appearances.

The Research and Writing Specialist position requires excellent legal research, writing and oral communication skills, the ability to understand and present factual and legal issues, experience in computer assisted legal research, and word processing and document organization capabilities sufficient to produce appellate briefs and appendices for the United States Court of Appeals.

You must:

- Be committed to our mission and work well in a team environment
- Be comfortable working closely with a diverse set of clients

You should:

- Have experience in criminal defense or federal courts
- Have excellent research, writing, and oral-advocacy skills
- Have strong computer and technological skills
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Salary & Benefits. The starting salary for Northern District of Oklahoma Research & Writing Specialists ranges from \$61,722 to \$147,945 depending on experience. The FPD also offers generous benefits:

- 11 paid holidays, including Martin Luther King Jr.'s birthday and Juneteenth
- Public Service Loan Forgiveness, if qualified
- Federal Employees Retirement System
- Thrift Savings Plan
- Health (100+ options)
- Dental (20 options)
- Vision (10 options)
- Life Insurance (basic, standard, additional, family)
- Flex Spending Accounts – Pre-tax parking, Dependent Care & Health Care Reimbursement Accounts
- Long Term & Short-Term Disability
- Employee Assistance Program (confidential counseling and assistance)
- WorkLife4You (wellness resources)
- Sick Leave
- Annual Leave
- Nationwide leave transfer program
- Worker's Comp
- Disability Retirement
- Family and Medical Leave
- 12-weeks paid parental leave
- Education and training
- Awards (cash, time-off)

Apply. Send a letter of interest, resume, writing sample, and three professional references in a *single pdf* document to Julia O'Connell at oknresumes@fd.org. We may fill multiple current and future vacancies from this position announcement. This position is subject to approval of funding. No phone inquiries.

APPLICATIONS WILL BE ACCEPTED UNTIL POSITIONS ARE FILLED.