

Federal Public Defender
Western District of Arkansas
Fayetteville, Arkansas

Research and Writing Specialist Position Description:

The **Federal Public Defender for the Western District of Arkansas** is accepting applications for the position of **Research and Writing Specialist**. The FPD provides legal representation and criminal defense services to individuals charged with federal crimes in the Western District of Arkansas, who are financially unable to retain private counsel. Applicants must be a law school graduate and a member in good standing of the Arkansas Bar. A working knowledge of criminal law is required and experience handling federal criminal cases is strongly preferred. This position will be based out of the Fayetteville, Arkansas office.

Requirements:

Applicant consideration will be given to those who have demonstrated:

- a commitment to the representation of the indigent accused,
- an established capacity or a demonstrated aptitude of excellence in criminal defense practice,
- a commitment to personal and professional integrity,
- a capacity of effective communication with clients, witnesses, colleagues, staff and court personnel,
- an established capacity for timely completion of assignments and projects,
- an established capacity for independent and collaborative work.

The Research and Writing Specialist will provide legal research and writing services to the Federal Public Defender and Assistant Public Defenders in support of representations for indigent defendants in federal court. These services will require computer assisted legal research, development of legal strategies, drafting of motions, briefs, petitions for certiorari, and legal memoranda.

Salary Range:

\$47,923 to \$69,497, based on qualifications and experience. This is a full time, graded position.

To Apply:

Qualified individuals may apply by sending a letter explaining your interest in the job along with a resume, three references, two writing samples (preferably different in nature), and salary history, by Friday, November 20, 2014, detailing your experience, emphasizing actual work performed and skills utilized. Completion of a Judicial Application may be required if selected for an interview. Only applications containing all requested materials will be considered. Materials should be sent in PDF format to Bruce D. Eddy, Federal Defender, by email to **Bruce_Eddy@fd.org**. NO TELEPHONE INQUIRIES PLEASE.

The Federal Public Defender is an equal opportunity employer. Employees are considered at-will and not covered by the Civil Service Reform Act. This position is subject to mandatory Electronic Funds Transfer (direct deposit) and includes federal benefits. Employment is subject to satisfactory background examination which may include FBI fingerprint and IRS tax check. This position is dependent on funding. Further information about the job and the office is available at <http://arw.fd.org>.