

FEDERAL PUBLIC DEFENDER MIDDLE DISTRICT OF TENNESSEE

FEDERAL PUBLIC DEFENDER
Henry A. Martin

CAPITAL HABEAS UNIT CHIEF
Kelley Henry

Vacancy Announcement: Research and Writing Specialist Capital Habeas Unit Nashville, Tennessee

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Open until filled. Announcement is for two vacancies.

Preference given to applicants who apply by December 29, 2023.

The Federal Public Defender for the Middle District of Tennessee is accepting applications for a full-time Research & Writing Specialist. This position will support the Capital Habeas Unit attorneys.

The Capital Habeas Unit (CHU) of the Federal Public Defender's office operates under the authority of the Criminal Justice Act, 18 U.S.C. § 3599 to provide representation in federal habeas proceedings to persons sentenced to death. Our clients are a mixture of state and federal prisoners petitioning for relief under 28 U.S.C. §§ 2254 or 2255. Our attorneys are zealous advocates, devoted to providing the highest level of client-centered representation.

A Research and Writing Specialist is an attorney position and will provide advanced research and writing support to Assistant Federal Public Defenders on habeas cases. Specifically, the individual will research legal issues and assist in drafting petitions, motions, pre-hearing briefs. They will assist lead counsel with discovery matters and with responses to dispositive motions.



REQUIREMENTS: To qualify a person must be a graduate from an accredited law school, admitted to practice in good standing before the highest court of any state. A general understanding of criminal law and federal criminal procedure is necessary. Preference will be given to applicants with habeas experience and/or former clerks. The applicant should possess the ability to write clearly and present complex and interrelated concepts and ideas. The applicant should have excellent interpersonal skills, good judgment, strong technical skills, the ability to prioritize, and the ability to work both independently and cooperatively. Must be proficient with Microsoft Office applications.

SELECTION CRITERIA: Successful applicants will demonstrate passion and a clear dedication to indigent defense in criminal cases. Applicants must possess extraordinary communication skills with clients, witnesses, colleagues, staff, and court-appointed agency personnel. The successful candidate will be a creative thinker and a skilled collaborator.

SPECIAL WORKING CONDITIONS: Work outside normal business hours and on weekends is sometimes required. Travel for trainings or conferences is required.

CONDITIONS OF EMPLOYMENT: The selected candidate will be subject to a comprehensive background check or investigation, including an F.B.I. name and fingerprint check, and subsequent favorable suitability determination for employment. Employees of the Federal Public Defender's Office are in the excepted service, are considered "at-will" employees and are not covered by the Civil Service Reform Act. Positions are contingent on funding. In line with current appropriations law, applicants must be citizens of the United States or permanent residents seeking citizenship as described here:
<https://www.uscourts.gov/careers/search-judiciary-jobs/citizenship-requirements-employment-judiciary>.

SALARY AND COMPENSATION: Starting salary commensurate with experience and qualifications and is comparable to that of Assistant U.S. Attorneys with similar qualifications and experience. Salary is payable only by direct deposit. Benefits include health and life insurance, retirement, and the Thrift Savings Plan. For additional information on benefits, see <http://www.uscourts.gov/careers/benefits>. The FPD makes every effort to value work-life balance.

Application Process: To apply, combine the following documents in a **single** Adobe PDF and email to TNM_HR@fd.org with the subject line "**CHU - R&W**":

- a brief cover letter explaining your interest in the position and your qualifications;
- a resume;
- three references including contact information; and
- a representative writing sample.

Applications submitted by fax or mail will not be considered. No phone calls, please.

The Office of the Federal Public Defender for the Middle District of Tennessee is an Equal Opportunity Employer. All applicants, regardless of race, ethnicity, national origin, gender identity, sexual orientation, religion, disability, or age, are encouraged to apply.

