

# OFFICE OF THE FEDERAL PUBLIC DEFENDER WESTERN DISTRICT OF OKLAHOMA



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## POSITION ANNOUNCEMENT

### ASSISTANT FEDERAL PUBLIC DEFENDER – CRIMINAL DEFENSE UNIT

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The Federal Public Defender for the Western District of Oklahoma is accepting applications for the position of Assistant Federal Public Defender (AFPD) in the Criminal Defense 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 Criminal Defense Unit represents persons accused of criminal offenses who have been deemed indigent in federal criminal proceedings throughout the Western District of Oklahoma.

**Job Description:** The AFPD will advocate for our clients charged with criminal offenses or involved in pre or post-conviction proceedings in the United States District Court for the Western District of Oklahoma and in the United States Court of Appeals for the Tenth Circuit. The position requires managing cases at

various stages of litigation; preparing pleadings, briefs and motions; appearing on behalf of clients in court hearings and at other related proceedings; developing litigation strategies; meeting with clients, experts, witnesses, and family members; perfecting and pursuing an appeal; and performing other duties as assigned. The APFD will work to uphold every person's constitutional rights during investigation, trial, sentencing, and appeal. They will advocate for clients by collaborating with investigators, paralegals, and other Federal Defender staff to achieve client-centered goal and develop both trial defenses and mitigation evidence.

This position requires some travel through our district and occasional out-of-district travel. Minimal telework may be possible given the in-person responsibilities of the position. The AFPD must be available to appear in the district court routinely and to meet with clients at several county jails within a 200-mile radius.

**Requirements:** To qualify, an applicant must be a graduate of an accredited law school, admitted to practice, and in good standing before a state's highest court. Applicant must have an established capacity or clearly demonstrated aptitude for excellence in criminal defense practice, including trial work. A commitment to the representation of indigent accused persons and a reputation for personal and professional integrity are a must. Capital trial litigation experience is preferred but not required. Other related experience may be considered.

We are looking for a team-oriented lawyer with strong research and writing skills and a commitment to defending individuals facing a variety of federal crimes. The applicant should have excellent interpersonal skills, and should be able to communicate effectively with clients, witnesses, colleagues, staff, court and agency personnel as part of their employment. The position requires strong trial experience, oral advocacy, the ability to prioritize, and the ability to work both independently and cooperatively. Work outside normal business hours, including travel, is sometimes required.

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:** This is a full-time position. Salaries are based upon federal pay schedules and commensurate with the number of years of legal experience in criminal matters. 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, Federal Employees Retirement System (FERS), and the Thrift Savings Plan (TSP). Salary is payable only by Electronic Funds Transfer (direct deposit).

**Commitment to Diversity, Equity, & Inclusion:** Our office values diversity, and is committed to equity and inclusion. The FPD seeks applications from a diverse group of qualified individuals in terms of race, ethnicity, nation of origin, culture, sex, gender identity and expression, sexual identity, languages spoken, veteran status, disability, and religion. We encourage applications from members of the BIPOC community, people who have been affected by the criminal legal system, and people from other underrepresented and historically marginalized groups. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency.

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**How to Apply:** Qualified persons may apply by sending via email a letter of interest, resume, three references, and representative writing sample. Applicable experience should be described in detail.

Send completed application in pdf format to: [zack\\_pan@fd.org](mailto:zack_pan@fd.org).

**Deadline:** Until position is 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.**