



FEDERAL PUBLIC DEFENDER OFFICE
DISTRICTS OF MASSACHUSETTS, NEW HAMPSHIRE, AND RHODE ISLAND

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POSITION ANNOUNCEMENT
Research and Writing Specialist
Boston, Massachusetts
July 2024

THE POSITION:

The Federal Public Defender Office for the Districts of Massachusetts, New Hampshire, and Rhode Island is hiring an experienced attorney to be a full-time Research and Writing Specialist in its Boston, Massachusetts office. The successful applicant will be selected through a nation-wide search. All eligible attorneys interested in this position are encouraged to apply.

A Research and Writing Specialist is an attorney position and will provide advanced research and writing support to Assistant Federal Public Defenders. 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.

WHAT WE DO:

The Federal Public Defender Office is a law office that represents persons charged with committing federal crimes who cannot afford to hire an attorney. We represent the accused from arrest through trial and appeal, including the U.S. Supreme Court and federal habeas corpus review.

We work together to uphold every person's right to be presumed innocent and to a fair sentence if convicted. Our defense is vigorous, both at trial and on appeal. We advocate for humane sentences by showing judges and prosecutors that we represent people, not criminals.

WHO WE ARE:

We are attorneys, legal assistants, paralegals, investigators, mitigation specialist, office administrators, and information technology specialists committed to cultivating a culture of acceptance and connectedness that honors the diverse backgrounds of the people we represent.

We value diversity and a commitment to equality, and we believe better legal representation occurs when members of the defense team have diverse backgrounds and experiences. In recruiting members of our team, we welcome the full spectrum of humanity. We embrace the unique contributions that you can bring, including your culture, ethnicity, education, opinions, race, sex, gender identity and expression, sexual orientation, nation of origin, age, languages spoken, veteran's status, religion, disability, and economic status.

WHO YOU ARE:

In addition to exceptional research and writing skills, you have a minimum of 5 years of experience as a lawyer. You are a trusted, reliable, and efficient attorney who is eager to partner with members of the defense team so the office can provide exceptional legal services. You have exceptional organizational skills and are eager to learn new systems. You are a capable user of technology and understand its utility. You are committed to contributing to local, regional, and national trainings. You are willing to serve our Districts on committees that impact system change. You see the problems, but also the solutions, and you harness creativity, dedication, and persistence to overcome the challenges. Your communication with others is based in empathy and compassion, and you thrive in a fast-paced environment. You have high standards and want people to be treated fairly and respectfully, no matter the allegation or circumstance.

REQUIRED EXPERIENCE:

Experience using Microsoft Word, Microsoft Teams, Adobe Acrobat, Excel, and other technology to review, process, and organize large amounts of information and data.

Must have a degree from an accredited law school.

Must be admitted to practice and in good standing before the highest court of any state or the Districts of Massachusetts, Rhode Island, or New Hampshire.

Must be admitted (by the time of duty) to the U.S. District Court for the District of Massachusetts.

Must be a U.S. citizen or have a work authorization.

Experience working with diverse groups of people, such as economically disadvantaged people, people with emotional or mental health challenges, and those from disenfranchised communities.

Prior criminal defense experience serving adults.

Familiarity with federal habeas corpus or other post-conviction litigation, capital, and/or appellate work.

The ability to thrive in a fast-paced environment.

The ability to write and speak clearly.

The ability to keep confidences and to protect relevant legal privileges.

The desire to work, as part of a team, to benefit those accused of committing federal crimes.

PREFERRED EXPERIENCE:

Experience in federal courts.

The ability to handle Compassionate Release cases and be a resource on those case within the office and to CJA Attorneys.

Strong computer and technological skills.

Considerable resourcefulness, initiative, creativity, and compassion.

Spanish fluency or any other second language.

SALARY AND BENEFITS:

Starting salary for the Research and Writing Specialist – will be set commensurate with the experience and qualifications of the applicant, currently yielding \$67,743, to \$191,900 per annum.

HOW TO APPLY:

Applicants must send an e-mail titled “Research and Writing Specialist” with a single Adobe .pdf document which includes:

- A Cover Letter
- A Resume and Three References
- Form AO-78 (found at <https://www.uscourts.gov/sites/default/files/ao078.pdf>)
- A Writing Sample (10-20 pages)
- Send all items listed above to HRBoston@fd.org

*No Calls Please. Applicants who apply without submitting all documents will not be considered. Applications will be accepted until the position is filled. Priority consideration will be given to applications received by July 31, 2024. The selected candidate will be subject to a background check or investigations and subsequent favorable suitability determination for employment. We are an equal opportunity employer.