

# OFFICE OF THE FEDERAL PUBLIC DEFENDER WESTERN DISTRICT OF OKLAHOMA



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## POSITION ANNOUNCEMENT

### RESEARCH AND WRITING SPECIALIST - CRIMINAL TRIAL UNIT

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The Federal Public Defender for the Western District of Oklahoma is accepting applications for the position of Research and Writing Specialist in the Criminal Defense (Trial) Unit. 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 in federal criminal proceedings throughout the Western District of Oklahoma.

**Job Description:** The Research and Writing Specialist is an attorney position that provides advanced research and writing services to Assistant Federal Public Defenders in the Criminal Defense Unit. Specifically, the individual will research legal issues and assist in drafting motions, prehearing briefs, aid in trials, handle appeals, and draft petitions for certiorari. The Research and Writing Specialist does not ordinarily make court appearances alone absent special circumstances.

**Requirements:** To qualify, an applicant must be a graduate of an accredited law school, admitted to practice, and in good standing before the highest court of a state. Experience in drafting motions, state or federal direct appeal, state post-conviction, or federal habeas corpus

proceedings is preferred. Other related experience may be considered. We are looking for a team-oriented lawyer with strong research and writing skills and a commitment to defend individuals accused of a variety of federal crimes. The applicant should have interpersonal skills, technical skills, the ability to prioritize, and the ability to work both independently and cooperatively. Work outside normal business hours, including travel, is sometimes required.

**Selection Criteria:** The successful applicant will have an established aptitude for excellence in criminal defense practice, a commitment to representation of indigent persons, and a reputation for personal integrity. If an offer of employment is extended, the applicant must complete a background security investigation including an FBI name search and IRS tax check. Appointment will be subject to the applicant's successful completion of a security investigation and a favorable report.

**Salary and Benefits:** Salaries are comparable to the office of the U.S. Attorney. 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, retirement, and the Thrift Savings Plan. 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 orientation, languages spoken, veteran status, disability, and religion. We encourage applications from members of the BIPOC community, people 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 and representative writing sample. References are required. Applicable experience should be described. Send completed application in pdf format to: [zack\\_pan@fd.org](mailto:zack_pan@fd.org) (Letter of interest and references must be included). Deadline: **Until 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.**