

POSITION ANNOUNCEMENT

Research & Writing Specialist
Federal Public Defender
Northern and Southern Districts of Mississippi
Jackson

THE FEDERAL PUBLIC DEFENDER is accepting applications for the position of research and writing specialist to be stationed in **Jackson**. The federal defender organization operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services in federal criminal cases and related matters by appointment from the court. The defender organization has staffed offices in Jackson, Gulfport, and Oxford.

Duties & Requirements: The Research and Writing Specialist is an attorney position that provides advanced research and writing services to staff attorneys on trial and appellate cases, writes briefs, motions, petitions for certiorari, and legal memoranda for review by the Defender and staff attorneys. General duties include examining, analyzing and researching records and issues; performing legal research and preparing legal documents; assisting staff attorneys with all aspects of case preparation, training and continuing legal education and supervision of legal interns as appropriate. The Research and Writing Specialist position requires excellent legal research, writing and oral communication skills, the ability to understand and present factual and legal issues, experience in computer assisted legal research, and word processing and document organization capabilities sufficient to produce appellate briefs and appendices for the United States Court of Appeals. In addition to general knowledge of criminal law, procedure and evidence, applicants must have a thorough knowledge of the federal sentencing guidelines and other federal sentencing issues. Applicants must be law school graduates and members in good standing of a state bar. Appointment is subject to a satisfactory background investigation.

Selection Criteria: The successful applicant will have an established capacity or clearly demonstrated aptitude for excellence in criminal defense practice, a commitment to the representation of indigent accused persons, and a reputation for personal integrity. Experience in handling federal criminal cases including the federal sentencing guidelines is preferred.

Salary and Benefits: The *starting* salary for a research and writing specialist is based upon qualifications and prior legal experience ranging from grade JSP-9, producing \$59,966. per year, to grade JSP-15, producing \$143,736. per year. The position includes regular Government employment benefits including health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

How to Apply: Qualified persons may apply by forwarding a letter of interest, résumé, and representative writing sample in **one attachment** by email to Dean Applegate, Administrative Officer at dean_applegate@fd.org

No telephone inquiries please. Position announced July 12, 2024; **open until filled**.

The Federal Public Defender is an equal-opportunity employer.