

**OFFICE OF THE FEDERAL PUBLIC DEFENDER
EASTERN DISTRICT OF ARKANSAS**

1401 W. Capitol Ave., Suite 490
Little Rock, AR 72201

**SUPERVISING ASSISTANT FEDERAL DEFENDER - CAPITAL HABEAS UNIT
Position Announcement 2022-04**

The Federal Public Defender for the Eastern District of Arkansas is accepting applications for the position of Supervising Assistant Federal Defender for the Capital Habeas Unit (CHU Chief). The Federal Public Defender, a branch of the U.S. Courts, operates under the authority of the Criminal Justice Act, 18 USC 3006A, to provide defense services to indigent persons in federal criminal cases and related matters in the federal courts. The CHU represents state death-sentenced individuals in federal habeas, lethal injection, and state clemency proceedings.

Duties: The CHU Chief will report directly to the Federal Public Defender and will be responsible for managing the CHU. This will include, but will not be limited to, supervising and overseeing the training of CHU staff, participating in the staff selection process, and helping to recruit diverse and qualified applicants when vacancies arise. Substantial administrative responsibilities will also be required.

The CHU Chief will oversee and provide guidance to attorneys and staff charged with the representation of petitioners in federal capital habeas in both the Eastern and Western Districts of Arkansas and related proceedings, and work collaboratively with attorneys and staff. The CHU Chief will also carry their own caseload and personally represent and advocate for clients on death row.

This position will require work on holidays, evenings, and weekends, as the nature of the cases require. This position also requires travel. Assistant Federal Defenders may not engage in the private practice of law.

Requirements: The successful applicant must be a graduate from an accredited law school, a member in good standing of a state bar, and immediately eligible for District Court/Circuit Court bar admission, if not already admitted. At least 10 years of legal work experience is desired. Some management experience is preferred, as is either current or prior employment by a CHU. Significant experience in capital cases, habeas and/or post-conviction work is required. Experience in the trial of criminal and capital cases is preferred. Experience and understanding of clemency proceedings and method-of-execution litigation is preferred. Applicants should have a commitment to providing high quality representation to indigent defendants and have a reputation for personal integrity. The successful applicant will be a talented legal writer and a proven advocate and litigator in capital habeas and related cases, with substantial experience handling capital post-conviction. The successful applicant must be team-oriented, committed to indigent criminal defense, committed to staff diversity, committed to staff development and training, and committed to fostering the office's role as a resource to other CHUs and private attorneys in capital habeas and related cases.

Strong computer research, word processing, and interpersonal communication skills are essential for this position, as is the ability to analyze legal issues from lengthy, complex records and to write clearly and concisely. A successful applicant must be able to prioritize projects and work both independently and cooperatively with AFD's and CHU staff, and must be willing to devote substantial time to administrative and management tasks.

Salary and Benefits: The salary range for this position is between **\$133,503 and \$176,200**. This position is excepted service and does not carry the tenure rights of the competitive Civil Service. The position does offer federal government employment benefits including health and life insurance, the Federal Employees Retirement System and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

Conditions of Employment: All application information is subject to verification. Appointment to the position is contingent upon a background investigation including an FBI fingerprint check. Employees of the Federal Public Defender are members of the judicial branch of government; they are considered 'at will' and can be terminated with or without cause.

To Apply: Qualified applicants should submit a resume' and writing sample to caletta_jones@fd.org. Applications will be accepted until the position is filled.

EQUAL OPPORTUNITY EMPLOYER

POSITION OPEN UNTIL FILLED

NO PHONE CALLS OR FOLLOW -UP EMAILS PLEASE

EMPLOYMENT REFERENCE CONSENT AND RELEASE

Applicant Name: _____ SSN: _____

I, _____, HEREBY GIVE CONSENT TO ANY AND ALL PRIOR EMPLOYERS OF MINE, OR MY CURRENT EMPLOYER, TO PROVIDE THE INFORMATION BELOW WITH REGARD TO MY EMPLOYMENT WITH THE PRIOR OR CURRENT EMPLOYERS TO THE FEDERAL PUBLIC DEFENDER OFFICE FOR THE EASTERN AND WESTERN DISTRICTS OF ARKANSAS.

This consent is valid for a period of six (6) months from the date indicated below. A copy of this form shall serve as the original.

Signature of Applicant: _____ Date: _____

Instructions to Current/Former Employer

The individual named above has applied for employment with the Federal Public Defender Office for the Eastern and Western Districts of Arkansas. Please respond candidly to the requests for information listed below, and return your written responses by U.S. Mail. This Consent and Release is intended to comply with Arkansas Act 1474 of 1999, an Act to provide current and former employers with protection for providing job information about current or former employees to prospective employers.

PLEASE RETURN TO: Lisa G. Peters, Federal Public Defender, 1401 W. Capitol Ave, Suite 490, Little Rock, AR 72201.

Date and duration of employment: _____

Current or last rate of pay and wage history: _____

The details of the applicants last written performance evaluation prepared prior to the date the applicant signed this consent (See date above): _____

Attendance history: (Excluding any qualifying leave under FMLA): _____

Results of drug and/or alcohol tests administered within the last year: _____

Details of any threats of violence, harassing acts, or threatening behavior related in any way to the workplace or directed at another employee: _____

Was his/her separation from employment **voluntary?** **Involuntary?**

Is this applicant eligible for rehire? **Yes** **No**

Printed Name and Title of Employer Representative Providing Information **Date**

Signature

Phone Number