

**LAW OFFICES OF THE FEDERAL PUBLIC DEFENDER
MIDDLE DISTRICT OF PENNSYLVANIA**

POSITION ANNOUNCEMENT

**RESEARCH AND WRITING SPECIALIST
(Capital Habeas Unit)**

The Federal Public Defender for the Middle District of Pennsylvania is seeking an experienced **Research and Writing Specialist** for its Capital Habeas Unit. This is a full-time attorney position located in Harrisburg. The Capital Habeas Unit represents death-sentenced prisoners in federal habeas corpus evidentiary and appellate proceedings.

The Research and Writing Specialist provides advanced legal research and writing services and litigation assistance to staff attorneys working in the Unit, who are representing state prisoners in federal capital habeas corpus proceedings. The Specialist duties include knowledge of the latest developments in habeas corpus and criminal procedure; drafting petitions and appellate briefs in the federal courts; analyzing and researching records; extensive client contact and correspondence, and field work gathering records and conducting investigation. Research and Writing Specialists are permitted to appear in court only in exceptional circumstances.

Capital and/or criminal defense experience preferred. A minimum of two years of comparable work is required. Applicant must be a law school graduate. Admission to the Pennsylvania bar not required, but willingness and qualification to either sit for Pennsylvania bar or waive-in within one year is required. Applicants must have demonstrated proficiency in legal research and writing. Fluent in Spanish a plus.

The applicant must be able to work effectively in a team-based environment; possess strong oral, written, and interpersonal skills; and be able to work independently and set priorities to meet critical deadlines. The position also requires knowledge of federal and state court systems and familiarity with federal habeas corpus or other post-conviction litigation. Must possess a valid driver's license, insurance, and own/operate a personal vehicle for business purposes. This position may require working holiday, evening, and weekend hours. Ability to engage in significant travel throughout the Commonwealth and out of state is required.

Salary will be based on years of experience consistent with federal guidelines and regulations. This position is subject to mandatory direct deposit of net pay. The selected candidate will be subject to a background check as a condition of employment. The position will remain open until filled. Interested candidates should submit a cover letter and resume to:

Lisa Zerby, Administrative Officer
Federal Public Defender's Office
Attn: Research & Writing Specialist
100 Chestnut Street, Suite 306
Harrisburg, PA 17101

No telephone calls or e-mails please.
The Federal Public Defender for the Middle District of Pennsylvania is an Equal Opportunity Employer.
Women and minorities are encouraged to apply.