

FEDERAL PUBLIC DEFENDER

Western District of Tennessee

Federal Defender

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POSITION ANNOUNCEMENT 2018-07

Research and Writing Specialist

The Federal Public Defender for the Western District of Tennessee is seeking a full time, experienced Research and Writing Specialist. The Federal Public Defender operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, and provides legal representation in federal criminal cases and related matters in the federal courts.

The Research and Writing Specialist is an attorney position that provides advanced research and writing service to staff attorneys on trial and appellate cases, performs computer assisted legal research, aids in the development of legal strategies, 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, and assisting AFD staff with all aspects of case preparation. ***The Research and Writing Specialist does not ordinarily sign pleadings or make court appearances.***

Minimum qualifications include graduation from an accredited law school, admission to practice in good standing before the highest court of a state, and a working knowledge of federal criminal law and procedure. Candidates must be able to analyze legal issues from lengthy, complex records, write clearly and concisely, and have strong computer automation skills. Prior appellate writing experience, law review membership or a judicial law clerkship **is required.**

This is a full-time position with federal salary and benefits based upon qualifications and experience. Starting pay ranges from a JSP 9-15, \$50,598 to \$121,280 annually depending on experience. Research and Writing Specialists may not engage in the private practice of law. All employees are subject to mandatory electronic fund transfer (direct deposit) for payment of net pay. The selected candidate will be subject to a background check as a condition of employment, as well as a one-year probationary period.

Qualified persons may apply by mailing a letter of interest, résumé, and writing sample, along with 3 references no later than August 31, 2018. Send completed application to: Federal Public Defender, Attn: Hiring Committee, 200 Jefferson Avenue, Suite 200, Memphis, TN 38103. Position will remain open until filled and is subject to the availability of funding.

No phone calls please. Only those selected for interview will be contacted.

The Federal Public Defender is an equal opportunity employer.