

POSITION ANNOUNCEMENT # 2018-01

RESEARCH & WRITING SPECIALIST

Posted: February 22, 2018

Closes: March 15, 2018

The Federal Public Defender for the Western District of Pennsylvania is accepting applications for the position of Research and Writing Specialist for its Pittsburgh headquarters. 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. *This is a full-time position for one year which may or may not be extended at the discretion of the Defender, subject to the availability of funding.*

The research and writing specialist is an attorney position which provides advanced research and writing support to staff attorneys on trial and appellate cases. Primary duties include drafting motions, briefs or legal memoranda, and consulting with attorneys to develop legal strategies. The research and writing specialist does not ordinarily sign pleadings or make court appearances.

Requirements and Qualifications. Applicants must be a graduate from an accredited law school and a member in good standing of a state bar. Applicants should have a commitment to providing quality representation to indigent defendants and have a reputation for personal integrity. Strong computer legal 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 will be able to prioritize projects and work both independently and cooperatively. A minimum of two years comparable work experience is required. Federal Public Defender attorneys may not engage in the private practice of law.

Salary/Benefits. This is a full-time position with federal salary and benefits based upon qualifications and experience. Starting pay ranges from a JSP Grade 9-15. Position is subject to mandatory electronic funds transfer (direct deposit). The successful candidate will be subject to a general background check as a condition of employment. Applicants must be a U.S. citizen, or a person authorized to work in the U.S. and to receive compensation from a federal agency.

Application Information. Qualified applicants should apply by emailing a letter of interest, a current and detailed resume, and a writing sample **as one file** in .pdf format to paw_employment@fd.org. Please reference “#2018-01” in the subject line of your email.

This Office is an Equal Opportunity Employer.
Women and minorities are encouraged to apply.
One or more positions may be filled from this announcement.
No telephone calls please.