

FEDERAL DEFENDER
District of Connecticut
10 Columbus Boulevard, Floor 6
Hartford, CT 06106-1976

JOB ANNOUNCEMENT
RESEARCH AND WRITING SPECIALIST
Connecticut

Job Description The Research and Writing Specialist provides legal research and writing services to the Defender and Assistant Defenders in support of their representation of indigent defendants in federal court. Performs computer assisted legal research; aids in development of legal strategies; drafts motions, briefs, legal memoranda, etc.; trains and assists legal interns. **The Research and Writing Specialist is not authorized to make court appearances, sign pleadings, or engage in the private practice of law.**

Qualifications and Characteristics To qualify, an applicant must be a law school graduate who has been admitted to and is in good standing before a state bar, has a thorough working knowledge of criminal law, excellent writing and analytical skills, and a high degree of computer literacy – including proficiency in Word, Adobe Acrobat, and computer assisted legal research.

The successful candidate will have: excellent interpersonal communication skills; the ability to prioritize, to work independently and cooperatively; and a commitment to the principle of equal access to justice.

Hours, salary and benefits This is a full time position with a term that is not to exceed one year and one day with the possibility of renewal terms at the Federal Defender's discretion. Hours are 8:30 a.m. to 5:00 p.m., Monday – Friday. Salary DOE; position carries full federal benefits.

Application Process and Deadline To apply, email in a combined pdf your cover letter, resume, recent writing sample, and three references no later than August 19, 2018 to

elizabeth_mclaughlin@fd.org

Current and future positions may be filled from this vacancy announcement.

Equal opportunity employer. Women and minorities are encouraged to apply. This position is subject to the mandatory electronic funds transfer (direct deposit) for payment of salary. No telephone calls, please.