

POSITION ANNOUNCEMENT #2021-04

Research and Writing Specialist Federal Public Defender District of Puerto Rico

THE FEDERAL PUBLIC DEFENDER for the District of Puerto Rico (FPD-PR) is accepting applications for a full-time Research and Writing Specialist (Attorney). The federal defender organization operates under authority of the Criminal Justice Act (CJA), 18 U.S.C. § 3006A, to provide defense services in federal criminal cases and related matters by appointment from the U.S. District Court.

A Research and Writing Specialist is an attorney position. Provides advanced research and writing support to Assistant Federal Defenders on trial and appellate cases. Specifically, the individual researches legal issues and writes briefs, motions, petitions, and legal memoranda for review by the Chief Defender and Assistant Federal Defenders. Required to have direct contact with clients, including those who are incarcerated, and substantial responsibilities involving all stages of trial practice.

Requirements: The candidate must be graduated from an accredited law school, admitted to practice in good standing before the highest court of a state, territory, or possession of the United States; eligible to be admitted on motion (under local rule) to the U.S. District Court for the District of Puerto Rico; eligible to be admitted to practice before the First Circuit Court of Appeals within six months of employment. It is preferable that the candidate be bilingual in English and Spanish given the make-up of the FPD-PR client base. Appointment is subject to a satisfactory background investigation, including an FBI fingerprint and name check.

Selection Criteria: The successful applicant will have an established capacity or clearly demonstrated aptitude for excellence in criminal defense practice, a commitment to the representation of indigent accused persons, a team-oriented professional demeanor, and a reputation for personal integrity; must also possess the ability to communicate effectively with clients, witnesses, colleagues, court and agency personnel. Be able to travel for training and work, within Puerto Rico and within and outside of the United States. Will be computer literate and knowledgeable in work processing (Word), proficient in computerized legal research, using computer research programs (e.g., West Law, Lexis), and internet-based resources; be able to analyze legal issues from complex records, and write clearly and concisely; perform legal research in trial environments and have significant appellate experience.

Salary and Benefits: The starting salary for a Research and Writing Specialist falls within a range of \$53,433 (JSP-9, Step 1) to \$128,078 (JSP-15, Step 1). The salary of the successful applicant will be commensurate with the person's qualifications and experience. The position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. Benefits include annual and sick leave, health and life insurance, retirement, and participation in the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit). Proof of United States citizenship and other employment eligibility is required. If hired, the private practice of law and notarial practice is prohibited.

Application Procedures: Qualified attorneys may apply by submitting in English a letter of interest, a current detailed resume and three (3) relevant writing samples in **a single PDF format** to:

*Federal Public Defender District of Puerto Rico
Selection Committee*

at candy_d_carbaugh@fd.org

More than one position may be filled from this announcement. Position announced June 1, 2021; the application period will remain open until June 15, 2021, or until position is filled. Personal and facsimile submissions will not be accepted, walk-ins will not be attended before interview process. Incomplete or improperly submitted applications will not be considered. Only applicants for interview will be contacted. This position is subject to fluctuation in workload and funding. Relocation allowances will not be paid.

The Federal Public Defender is an equal-opportunity employer