

**FEDERAL PUBLIC DEFENDER
NORTHERN AND EASTERN DISTRICTS OF OKLAHOMA**

**POSITION ANNOUNCEMENT
RESEARCH AND WRITING SPECIALIST**

The Federal Public Defender for the Northern and Eastern Districts of Oklahoma is accepting applications for the position of Research and Writing Specialist. Duty station will be in Muskogee, Oklahoma. The federal defender organization operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services in federal criminal cases and related matters in the federal courts.

Job Description and Qualifications: The Research and Writing Specialist is an attorney position that provides advanced research and writing services to staff attorneys on trial and appellate cases, 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; assisting staff attorneys with all aspects of case preparation, training and continuing legal education and supervision of legal interns as appropriate. *The Research and Writing Specialist does not ordinarily sign pleadings or make court appearances.*

The Research and Writing Specialist position requires excellent legal research, writing and oral communication skills, the ability to understand and present factual and legal issues, experience in computer assisted legal research, and word processing and document organization capabilities sufficient to produce appellate briefs and appendices for the United States Court of Appeals. In addition to general knowledge of criminal law, procedure and evidence, applicants must have a thorough knowledge of the federal sentencing guidelines and other federal sentencing issues. Applicants must be law school graduates and members in good standing of a state bar with a minimum of three years experience.

Salary and Benefits: Federal salary and benefits apply. Pay ranges from a JSP 9-15, \$51,440 to \$123,298 annually depending on experience. 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. Offer of employment is subject to the availability of funds.

How to Apply: To be considered for this position, qualified persons may apply by emailing a letter of interest, resume, three references, and a writing sample in a single .pdf document to oknresumes@fd.org.

APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED.

The Federal Public Defender is an Equal Opportunity Employer

