



**Office of the Federal Defender
Eastern District of Oklahoma**

**Vacancy Announcement #
202307**

**Position Title:
Third Level Supervisor**

**Posting Date: 03/24/2023
Type: Full-Time
Duty Station: Muskogee, OK**

Closing Date: Open Until Filled

The Federal Public Defender for the Eastern District of Oklahoma is seeking to hire a full-time Third Level Supervisor. There may be more than one position filled from this posting. The Third Level Supervisor performs or supervises the performance of tasks such as the following:

- In addition to providing zealous, professional legal representation to clients, the Third Level Supervisor serves as Chief Counsel for a trial or appellate unit or a branch office of a defender organization. Appears, on behalf of the client, in court hearings and at other related proceedings.
- Ensures attorneys and legal staff members are adequately trained to perform assigned duties. Training topics include current case law developments, advocacy in the courtroom, developing advanced skills in written, oral and interpersonal communications.
- Supervises attorneys and legal staff members in order to provide clients with prompt, courteous, and zealous legal representation.
- Ensures that staff attorneys are provided adequate support staff and services in order to represent their clients.
- Communicates in a supervisory capacity with the court, opposing counsel, clients and the families of clients concerning case-related issues.
- Provides the CJA Panel with training, information and support. As designated by the court, assists with CJA Panel selection, supervision, case assignments, and voucher review.
- Identifies, communicates, and positively resolves internal problems which might negatively impact the operation of the defender organization.
- Other duties as assigned by the Defender.

SALARY AND BENEFITS

This is a full-time position. Federal salary and benefits apply. Salary is commensurate with experience and education. This position is subject to mandatory electronic transfer (direct deposit) of net pay. The selected candidate will be subject to a background check as a condition of employment.

HOW TO APPLY

Interested applicants should submit a cover letter, and resume highlighting relevant skills and experience, and a writing sample to:

Scott A. Graham, Interim Federal Public Defender at OKE_resumes@fd.org.

APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED.

The Federal Public Defender is an Equal Opportunity Employer