

**Federal Public Defender
District of Puerto Rico
POSITION ANNOUNCEMENT**

Research and Writing Specialist-Full Time Announcement 2012-1

The federal defender organization operates under authority of the Criminal Justice Act (CJA), 18 U.S.C. § 3006A, to provide defense services to indigent persons in federal criminal cases and related matters upon appointment by the federal courts. The Research and Writing Specialist provides advanced research and writing services 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 Defender and Assistant Federal Defenders. The individual does not ordinarily sign pleadings or make court appearances unless it is determined by the Defender to be appropriate for training purposes or other exceptional circumstances.

REQUIREMENTS:

You must be a graduate of an accredited law school, admitted to practice in good standing before the highest court of a state, territory, or possession of the United States. It is preferred that the candidate be bilingual (English and Spanish) given the make-up of the FPD-PR client base. Traveling may be required related to work and training. You must be computer literate and be able to work in word processing (Word Perfect), database (Access), spreadsheet (Excel), and presentation (Power Point) programs and be able to perform legal research using computer research programs (e.g., West Law, Lexis) and internet-based resources. The successful candidate will be able to perform legal research in the stressful situation of a trial and should have significant appellate experience. Five (5) years experience doing this type of work is required.

The successful applicant will have clearly demonstrated an aptitude for excellence in criminal defense practice, a commitment to the representation of indigent accused defendants, and a reputation for personal integrity.

SALARY AND BENEFITS:

Salary commensurate with experience and qualifications within the guidelines set by the judiciary salary scale JSP-9 (\$47,448.00) to JSP-15 (\$113,735.00). The position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. If hired, the private practice of law and notarial practice is prohibited. The position includes regular U.S. Government employment benefits, including annual leave according to years of service, sick leave, health and life insurance, and a retirement system. Salary is payable only by Electronic Funds Transfer (direct deposit). Position is subject to a favorable background investigation and availability of funds in this fiscal year.

HOW TO APPLY:

Qualified attorneys may apply by forwarding a statement of interest, a current detailed resume, a summary of trial and appellate experience, three professional references, and three (3) relevant English language writing samples to:

Federal Public Defender, District of Puerto Rico
Selection Committee
241 F. D. Roosevelt Avenue, Patio Gallery Bldg.
San Juan, Puerto Rico, 00918-2441

Applications must be sent by U.S. Mail and postmarked no later than January 30, 2012. Personal and facsimile submissions will not be accepted. Applicants submitting incomplete applications or submitting by facsimile will be disqualified. No telephone calls or electronic mail.

Proof of United States citizenship and other employment eligibility is required.

**The Federal Public Defender for the District of Puerto Rico
Is an Equal Opportunity employer.**