

FEDERAL PUBLIC DEFENDER
MIDDLE and WESTERN DISTRICTS OF LOUISIANA
BATON ROUGE OFFICE
707 Florida Street, Suite 303
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Federal Public Defender

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Assistant Federal Public Defender

POSITION ANNOUNCEMENT
Research and Writing Specialist

The Office of the Federal Public Defender for the Middle and Western Districts of Louisiana is accepting applications for the position of Research and Writing Specialist to be stationed in the Baton Rouge office. The Office of the Federal Public Defender, which has staffed offices in Baton Rouge, Lafayette and Shreveport, operates under the authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide court-appointed defense services in federal criminal cases to individuals unable to afford counsel.

Requirements. A Research and Writing Specialist is an attorney position. Applicants must be: (1) a graduate of an accredited law school and admitted to practice and in good standing before the highest court of a State; (2) licensed to practice in the U.S. District Court for the Middle District of Louisiana by the time of entrance on duty; and (3) licensed to practice law in the State of Louisiana, or must become so licensed at the earliest opportunity after entrance on duty. Appointment is subject to a satisfactory FBI fingerprint check.

Duties. The Research and Writing Specialist analyzes complex legal records and issues; performs legal research; drafts motions, memoranda, briefs, appeals and petitions for writs of certiorari under the direction of the federal public defender and assistant federal public defenders; consults with the federal public defender and assistant federal public defenders on legal issues arising in discovery, motion practice, trial, sentencing and on appeal; assists with all aspects of case preparation; and performs general paralegal duties, case management, calendaring and other duties, as assigned. The position requires occasional travel. The Research and Writing Specialist is not an assistant federal public defender, is not generally permitted to sign pleadings or make court appearances and may not engage in the private practice of law.

Selection Criteria. The successful applicant will have: an established capacity or clearly demonstrated aptitude for excellence in criminal defense practice; a demonstrated commitment to the representation of indigent accused persons; a reputation for personal and professional integrity; strong legal research, word processing, legal analysis and writing skills; an established capacity to communicate effectively with clients, witnesses, colleagues, office staff and court personnel; an established capacity to complete assignments timely; and an established capacity to work both independently and collaboratively. Federal or state criminal defense experience or appellate writing experience is preferred.

Salary and Benefits. The position is an entry level full-time position with federal benefits and salary commensurate with experience and qualifications. The position ranges in grade from JSP-9 to JSP-15, with a salary range of \$48,403 (JSP-9, Step 1) to \$116,021 (JSP-15, Step 1) per annum. Benefits include health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

How to Apply. Qualified persons may apply by forwarding a letter of interest, resume, two references and a representative writing sample to Rebecca L. Hudsmith, Federal Public Defender, 102 Versailles Blvd., Suite 816, Lafayette, LA 70501, or Rebecca_Hudsmith.fd.org. Applications must be received by 5:00 p.m. on August 28, 2015. The position will remain open until filled, and is contingent on the availability of federal funding. Only those granted an interview will be contacted.

The Office of the Federal Public Defender is an equal opportunity employer.