

FEDERAL PUBLIC DEFENDER
NORTHERN DISTRICT OF CALIFORNIA
Steven G. Kalar
Federal Public Defender
www.ndcalfpd.org

POSITION ANNOUNCEMENT TERMED RESEARCH & WRITING SPECIALIST- SAN FRANCISCO

The Federal Public Defender, Northern District of California is accepting applications for a full-time Research & Writing Specialist (“R&W Attorney”) in its San Francisco, California office. This term for this position will begin upon the date of hire, and will end September 30, 2019.

The Defender operates under the authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services in federal criminal cases. More information about the office may be found at www.ndcalfpd.org.

JOB DESCRIPTION: Duties include providing support to the Federal Defender and Assistant Federal Public Defenders through legal research and writing. Specifically, the R&W attorney will research and draft non-capital habeas petitions, motions relating to non-capital habeas litigation in the district court, and non-capital habeas appellate briefing and motions.

In addition, the R&W attorney will work directly with the Federal Defender and the Chief of the Appellate Unit to assist with issues relating to capital habeas litigation in the district. Among other responsibilities, the R&W attorney will monitor potential federal non-capital petitioners, apprise the Defender and Chief of the Appellate Unit on developments in state and federal capital habeas litigation, and will liaison with Criminal Justice Act attorneys representing capital habeas petitioners in the district.

Non-habeas research and writing will also be part of the R&W attorney’s responsibilities. The R&W Attorney will research and draft appellate briefs, assist in briefing pretrial and *in limine* motions, draft proposed jury instructions, research and draft legal arguments for sentencing memoranda, and will provide other assistance to trial counsel assigned to the defense of federal criminal cases.

Research and Writing Attorneys are not authorized to appear in court on behalf of the client.

REQUIREMENTS AND QUALIFICATIONS: Applicants must:

- Be a law school graduate and member of good standing of the State Bar of California, another State Bar, or the Bar of the District of Columbia;
- Have experience with non-capital habeas litigation, preferably in federal court;
- Have the ability to identify and analyze legal issues from lengthy and complex records;
- Write clearly and concisely;

- Possess excellent research skills, including expertise in computer-assisted legal research;
- Employ strong time-management skills;
- Be adept in Microsoft Word 2013 or 2016.

This is a full-time termed position. Salary is based on the Judicial Salary Plan and is commensurate with experience. The position is subject to mandatory electronic fund transfer (direct deposit) for payment of salary. This position is subject to an FBI fingerprint check and background investigation. Employment will be provisional and contingent upon the satisfactory completion of the required investigation.

Please note that attorneys at the office of the Federal Public Defender may not engage in the private practice of law.

THE APPLICATION PROCESS

Applications will be accepted until the position is filled, will *only* be accepted online, and must be submitted through this site:

<https://www.123contactform.com/form-2776420/RW-San-Francisco-2017-June>

In addition to the initial information requested at this application site, please prepare and upload a .pdf application packet. This packet should include in a single .pdf file:

- A plain face sheet containing only your last name, first name, a hard return, and the name of your employer or your employment status. This information should be centered on the page, and should be at least size 40 font;
- A cover letter;
- Your resume;
- A writing sample of your *own, original* work; and
- Three references. (References will not be contacted until applicant is advised).

The uploaded .pdf file should be titled, “Your last name, your first name.” (*E.g., “Doe, Jane.pdf”*)

Candidates will be evaluated on their accurate compliance with these application instructions.

Applicants invited to interview will be asked to complete a Judicial Branch Employment form (AO78).

Applications submitted by fax, mail, or email will not be considered.

Applicants will only be contacted if selected for an interview. The position will remain open until filled by the Federal Public Defender.

The Federal Public Defender is an Equal-Opportunity Employer