

POSITION ANNOUNCEMENT

RESEARCH & WRITING SPECIALIST

The Federal Public Defender for the Western District of Pennsylvania is accepting applications for the position of research and writing specialist for its Pittsburgh headquarters. The research and writing specialist is an attorney position which provides research and writing support to the Federal Public Defender and Assistant Federal Public Defenders. Primary duties include drafting motions, briefs or legal memoranda, and consulting with attorneys to develop legal strategies. The research and writing specialist does not ordinarily sign pleadings or make court appearances.

Requirements and Qualifications. The successful applicant must be a graduate from an accredited law school and a member in good standing of a state bar. Applicants should have a commitment to providing quality representation to indigent defendants and have a reputation for personal integrity. Strong computer legal research, word processing, and interpersonal communication skills are essential for this position, as is the ability to analyze legal issues from lengthy, complex records and write clearly and concisely. Successful applicants will be able to prioritize projects and work both independently and cooperatively. A minimum of two years comparable work experience is required. Research and writing attorneys may not engage in the private practice of law.

Salary/Benefits. This position is full-time with federal salary and benefits. Position is subject to mandatory electronic funds transfer (direct deposit). The successful candidate will be subject to a general background check and IRS "tax check" procedure as a condition of employment. Position will remain open until filled. Applicants should be available to commence employment on or before September 28, 2012.

Application Information. Qualified applicants should, no later than August 22, 2012, send by mail a letter of interest, a current and detailed resume, and the names and contact information for two professional references who may be contacted to:

Lisa B. Freeland
Federal Public Defender
ATTENTION: 2012-08-TRWS
1500 Liberty Center
1001 Liberty Avenue
Pittsburgh, PA 15222-3714