



**FEDERAL PUBLIC DEFENDER  
EASTERN DISTRICT OF ARKANSAS  
POSITION ANNOUNCEMENT 2022-03  
(TRIAL LAWYER)**

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The Federal Public Defender is accepting applications for an Assistant Federal Public Defender in the Trial Unit. This is a full-time position located in Little Rock, Arkansas. The Trial Unit represents indigent persons charged with criminal offenses in the United States District Court and provides appellate representation in the Eighth Circuit Court of Appeals. Applicants must be committed to zealous representation of the indigent accused, and must be committed to protecting their constitutional interests while providing holistic representation. Our office mission requires that each employee embrace our core values of compassion, courage, competency, creativity, and collaboration.

Ideal candidates should have criminal litigation experience, excellent oral and written communication, demonstrated ability to work with a team, ability to multitask and meet concrete deadlines, and ability to aggressively, but civilly, represent the client. Further, the ideal candidate will be client-centered, open-minded, creative, empathetic, a quick learner, honest, hard-working, energetic, and respectful of others. A working knowledge of the Federal Sentencing Guidelines is preferred.

The selected applicant should expect to defend the full range of federal criminal offenses, including guns, drugs, child pornography, white collar, and immigration crimes. Travel is required for case work and training.

Applicants must be members in good standing of a state bar, and eligible for admission to the Eastern District of Arkansas. Salary is commensurate with experience and education, and is comparable to that of Assistant United States Attorneys with similar qualifications and experience. The position is excepted service and does not carry the tenure rights of the competitive Civil Service.

Benefits include health and life insurance, retirement, and the Thrift Savings Plan. A final offer of employment is subject to a background check. The due date for applications is opened until filled.

To apply: complete the AFD job application available at <http://are.fd.org>, and submit it to [Caletta\\_Jones@fd.org](mailto:Caletta_Jones@fd.org), or mail the application to: 1401 West Capitol, Suite 490, Little Rock, AR, 72201.

**THE OFFICE OF THE FEDERAL PUBLIC DEFENDER  
IS AN EQUAL OPPORTUNITY EMPLOYER  
WOMEN AND MINORITIES ENCOURAGED TO APPLY  
NO PHONE CALLS OR FOLLOW UP EMAILS PLEASE**



APPLICATION  
ASSISTANT FEDERAL PUBLIC DEFENDER  
EASTERN DISTRICT OF ARKANSAS  
LITTLE ROCK OFFICE

Please complete and submit this application to: [Caletta\\_Jones@fd.org](mailto:Caletta_Jones@fd.org), or mail the requisite materials to: 1401 W. Capitol Ave., Suite 490, Little Rock, AR 72201. Use additional sheets if needed, and please print or type.

1. Full Name: \_\_\_\_\_

2. Office address and phone: \_\_\_\_\_

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3. Residence address and phone: \_\_\_\_\_

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4. E-mail address: \_\_\_\_\_

5. Length of residence in state: \_\_\_\_\_

6. Are you lawfully employable in the United States either by virtue of citizenship or by having federal authorization from the INS and the Labor Department? \_\_\_\_\_

7. State your law school G.P.A. \_\_\_\_\_

8. List the colleges, universities, and law schools attended, including dates, degrees earned, and major courses of study. \_\_\_\_\_

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9. List any law-related honors, scholarships, prizes, or awards you have received: \_\_\_\_\_

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10. List all courts and administrative bodies in which you are presently admitted to practice.

COURT/ADMINISTRATIVE BODY

DATE OF ADMISSION

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11. Please describe the nature and extent of your work with indigent defendants. \_\_\_\_\_

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12. List any continuing legal education courses or other training dealing with criminal law, sentencing, or trial practice attended within the last five years. \_\_\_\_\_

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13. Describe the general nature of your current practice, including any legal specialties which you possess, and describe your typical clients. If your practice is substantially different now than previously, please give the details of your prior practice. \_\_\_\_\_

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16. State the number of cases you have tried to conclusion in courts of record during each of the years listed below, indicating whether you were sole, associate, or chief counsel:

| <u>YEAR</u> | <u>NUMBER</u> | <u>POSITION</u> |
|-------------|---------------|-----------------|
| <u>2022</u> | _____         | _____           |
| <u>2021</u> | _____         | _____           |
| <u>2020</u> | _____         | _____           |
| <u>2019</u> | _____         | _____           |

17. Are you or have you been a member of any Criminal Justice Act or other panel from which lawyers are selected and appointed for criminal defense services in federal court?

\_\_\_\_\_ If so, indicate the court and the approximate number of cases you have worked on and when. Also, please describe the general nature of those cases.

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20. Have you ever been disciplined, cautioned, or reprimanded for a breach of ethics or unprofessional conduct by any court or administrative agency, bar association, or other professional group? \_\_\_\_\_ If so, please state when, by what body, for what conduct, and the outcome. \_\_\_\_\_

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21. Have you filed appropriate tax returns as required by federal, state, local, and other government authorities for the past ten years? \_\_\_\_\_ If not, please explain. \_\_\_\_\_

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22. List all bar associations and legal societies of which you have been a member, giving the titles and dates of any office held. \_\_\_\_\_



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23. Have you ever been discharged from a position or asked to resign under threat of discharge? \_\_\_\_\_ If so, please explain. \_\_\_\_\_

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24. State any additional education or other experiences you believe will assist you in performing the duties of this position. \_\_\_\_\_

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25. Why do you want to work at the Federal Public Defender Office? \_\_\_\_\_

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26. Please list your current -- or most recent -- annual salary or income: \_\_\_\_\_

27. What is your availability date? \_\_\_\_\_

28. Please attach a written sample of your work and a copy of your resume.

29. Please list three personal or professional references.

| <u>NAME &amp; POSITION</u> | <u>ADDRESS &amp; PHONE NUMBER</u> |
|----------------------------|-----------------------------------|
| 1. _____<br>_____          | _____<br>_____<br>_____           |
| 2. _____<br>_____          | _____<br>_____<br>_____           |
| 3. _____<br>_____          | _____<br>_____<br>_____           |

**CERTIFICATION**

The information set forth in this job application is correct and complete.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

THE ARKANSAS FEDERAL DEFENDER OFFICE IS AN  
EQUAL OPPORTUNITY EMPLOYER

NO PHONE CALLS OR FOLLOW-UP EMAILS PLEASE