



POSITION ANNOUNCEMENT #2022-03
RESEARCH AND WRITING SPECIALIST
FEDERAL PUBLIC DEFENDER OFFICE
LITTLE ROCK, ARKANSAS
CAPITAL HABEAS UNIT

The Federal Public Defender for the Eastern District of Arkansas is accepting applications for the position of Research and Writing Specialist in our Capital Habeas Unit, which works exclusively on death penalty habeas cases.

Salary commensurate with experience, qualifications, and education.

Applicants for this position must be law school graduates or have completed all law school studies and requirements and merely be awaiting conferment of their law degree. Applicants must have sufficient experience to immediately undertake advanced research and writing projects for the attorneys in the Capital Habeas Unit. General duties include examining, analyzing, and researching records and issues, performing legal research, preparing legal documents, and assisting with other aspects of case preparation.

Research and Writing Specialists do not sign pleadings, and the position is not intended to serve as proxy, substitute, or replacement for an Assistant Federal Public Defender.

To be considered for this position, submit a completed application - - available at www.arkfd.org - - to Caletta_Jones@fd.org or mail the requisite materials to: Federal Public Defender, 1401 W. Capitol Ave., Suite 490, Little Rock, AR 72201. The deadline to apply is May 31, 2022.

The final candidate will be subject to a background check as required by the United States Courts. Salary will be based on qualifications and experience. Federal benefits apply. Some travel is required.

EQUAL OPPORTUNITY EMPLOYER
NO PHONE CALLS PLEASE
POSITION ANNOUNCED 5/17/2022
OPEN UNTIL FILLED

FEDERAL PUBLIC DEFENDER OFFICE



APPLICATION
RESEARCH & WRITING SPECIALIST #2022-03
LITTLE ROCK, ARKANSAS
CAPITAL HABEAS UNIT

Please complete and submit this application by May 31, 2022 to: caletta.jones@fd.org, or mail the requisite materials to: 1401 W. Capitol, Suite 490, Little Rock, AR 72201. Use additional sheets if needed, and please print or type.

1. Full Name: _____

2. Office address and phone: _____

3. Residence address and phone: _____

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. _____

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

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

COURT/ADMINISTRATIVE BODY

DATE OF ADMISSION

<u>COURT/ADMINISTRATIVE BODY</u>	<u>DATE OF ADMISSION</u>
_____	_____
_____	_____
_____	_____
_____	_____

11. Do you have any experience communicating directly with indigent defendants who are incarcerated, either in person or via phone or written communication? If so, please describe. _____

12. List any continuing legal education courses or other training or course work dealing with criminal law, sentencing, trial practice, or habeas practice attended within the last three years, if any. _____

13. Describe the general nature of your legal experience. _____

14. Describe any federal habeas, death penalty, or state post-conviction cases you have worked on during the past three years.

15. Did the cases listed in question 14 require your court appearance? If so, to what extent?

16. Please describe the nature and extent of your computer skills, including legal research.

17. State the number of cases you have tried to conclusion in the three years listed, and note whether you served as trial or appellate counsel in the cases.

<u>YEAR</u>	<u>NUMBER</u>	<u>POSITION</u>
<u>2022</u>	_____	_____
<u>2021</u>	_____	_____
<u>2020</u>	_____	_____

18. Are you bilingual? _____ If so, what languages do you speak? _____

19. Have you or your professional liability insurance carrier ever settled a claim against you for professional malpractice? _____ If so, please give particulars. _____

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. _____

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

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

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

24. State any additional education or other experiences you believe will assist you in

performing the duties of this position. _____

26. Why do you want to work at the Federal Public Defender Office? _____

27. Please list your current - - or most recent - - annual salary: _____

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 & POSITION</u>	<u>ADDRESS & PHONE NUMBER</u>
1. _____ _____	_____ _____ _____

2. _____

3. _____

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EMPLOYMENT REFERENCE CONSENT AND RELEASE

Applicant Name: _____ SSN: _____

I, _____, HEREBY GIVE CONSENT TO ANY AND ALL PRIOR EMPLOYERS OF MINE, OR MY CURRENT EMPLOYER, TO PROVIDE THE INFORMATION BELOW WITH REGARD TO MY EMPLOYMENT WITH THE PRIOR OR CURRENT EMPLOYERS TO THE FEDERAL PUBLIC DEFENDER OFFICE FOR THE EASTERN AND WESTERN DISTRICTS OF ARKANSAS.

This consent is valid for a period of six (6) months from the date indicated below. A copy of this form shall serve as the original.

Signature of Applicant: _____ Date: _____

Instructions to Current/Former Employer

The individual named above has applied for employment with the Federal Public Defender Office for the Eastern and Western Districts of Arkansas. Please respond candidly to the requests for information listed below, and return your written responses by U.S. Mail. This Consent and Release is intended to comply with Arkansas Act 1474 of 1999, an Act to provide current and former employers with protection for providing job information about current or former employees to prospective employers.

PLEASE RETURN TO: Lisa G. Peters, Federal Public Defender, 1401 W. Capitol Ave, Suite 490, Little Rock, AR 72201.

Date and duration of employment: _____

Current or last rate of pay and wage history: _____

The details of the applicants last written performance evaluation prepared prior to the date the applicant signed this consent (See date above): _____

Attendance history: (Excluding any qualifying leave under FMLA): _____

Results of drug and/or alcohol tests administered within the last year: _____

Details of any threats of violence, harassing acts, or threatening behavior related in any way to the workplace or directed at another employee: _____

Was his/her separation from employment **voluntary?** **Involuntary?**

Is this applicant eligible for rehire? **Yes** **No**

Printed Name and Title of Employer Representative Providing Information **Date**

Signature

Phone Number