

**OFFICE OF THE FEDERAL PUBLIC DEFENDER  
EASTERN DISTRICT OF ARKANSAS**

1401 W. Capitol Ave., Suite 490  
Little Rock, AR 72201

**SUPERVISING ASSISTANT FEDERAL DEFENDER - CAPITAL HABEAS UNIT  
Position Announcement 2022-04**

The Federal Public Defender for the Eastern District of Arkansas is accepting applications for the position of Supervising Assistant Federal Defender for the Capital Habeas Unit (CHU Chief). The Federal Public Defender, a branch of the U.S. Courts, operates under the authority of the Criminal Justice Act, 18 USC 3006A, to provide defense services to indigent persons in federal criminal cases and related matters in the federal courts. The CHU represents state death-sentenced individuals in federal habeas, lethal injection, and state clemency proceedings.

**Duties:** The CHU Chief will report directly to the Federal Public Defender and will be responsible for managing the CHU. This will include, but will not be limited to, supervising and overseeing the training of CHU staff, participating in the staff selection process, and helping to recruit diverse and qualified applicants when vacancies arise. Substantial administrative responsibilities will also be required.

The CHU Chief will oversee and provide guidance to attorneys and staff charged with the representation of petitioners in federal capital habeas in both the Eastern and Western Districts of Arkansas and related proceedings, and work collaboratively with attorneys and staff. The CHU Chief will also carry their own caseload and personally represent and advocate for clients on death row.

This position will require work on holidays, evenings, and weekends, as the nature of the cases require. This position also requires travel. Assistant Federal Defenders may not engage in the private practice of law.

**Requirements:** The successful applicant must be a graduate from an accredited law school, a member in good standing of a state bar, and immediately eligible for District Court/Circuit Court bar admission, if not already admitted. At least 10 years of legal work experience is desired. Some management experience is preferred, as is either current or prior employment by a CHU. Significant experience in capital cases, habeas and/or post-conviction work is required. Experience in the trial of criminal and capital cases is preferred. Experience and understanding of clemency proceedings and method-of-execution litigation is preferred. Applicants should have a commitment to providing high quality representation to indigent defendants and have a reputation for personal integrity. The successful applicant will be a talented legal writer and a proven advocate and litigator in capital habeas and related cases, with substantial experience handling capital post-conviction. The successful applicant must be team-oriented, committed to indigent criminal defense, committed to staff diversity, committed to staff development and training, and committed to fostering the office's role as a resource to other CHUs and private attorneys in capital habeas and related cases.

Strong computer 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 to write clearly and concisely. A successful applicant must be able to prioritize projects and work both independently and cooperatively with AFD's and CHU staff, and must be willing to devote substantial time to administrative and management tasks.

**Salary and Benefits:** Starting salary will be commensurate with the experience and qualifications of the applicant. This position is excepted service and does not carry the tenure rights of the competitive Civil Service. The position does offer federal government employment benefits including health and life insurance, the Federal Employees Retirement System and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

**Conditions of Employment:** All application information is subject to verification. Appointment to the position is contingent upon a background investigation including an FBI fingerprint check. Employees of the Federal Public Defender are members of the judicial branch of government; they are considered 'at will' and can be terminated with or without cause.

**To Apply:** Qualified applicants should complete the AFD Application available at <http://are.fd.org>, and provide it, along with a resume' and writing sample, to [caletta\\_jones@fd.org](mailto:caletta_jones@fd.org). Applications will be accepted until the position is filled, but priority consideration will be given to those applications received by June 17, 2022.

***EQUAL OPPORTUNITY EMPLOYER***

***POSITION OPEN UNTIL FILLED***

***NO PHONE CALLS OR FOLLOW -UP EMAILS PLEASE***

FEDERAL PUBLIC DEFENDER OFFICE



APPLICATION  
SUPERVISORY ASSISTANT FEDERAL PUBLIC DEFENDER  
CAPITAL HABEAS UNIT  
LITTLE ROCK, ARKANSAS

Please complete and submit this application and resume 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. The position is open until filled. 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? \_\_\_\_\_

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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 your current job position and duties: \_\_\_\_\_

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12. Please describe your death penalty experience and practice, if any: \_\_\_\_\_

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13. Please describe your capital post-conviction experience and practice, if any: \_\_\_\_\_

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14. List any continuing legal education courses or other training dealing with capital habeas work, appellate practice, mitigation, mental health, or trial practice attended within the last three years. \_\_\_\_\_

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15. Describe the nature and extent of your work with indigent defendants. \_\_\_\_\_

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16. Describe the major cases you have worked on during the past three years. \_\_\_\_\_

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

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18. 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>2021</u>	_____	_____
<u>2020</u>	_____	_____
<u>2019</u>	_____	_____
<u>2018</u>	_____	_____

19. 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. Are you bilingual? \_\_\_\_\_ If so, what languages do you speak? \_\_\_\_\_

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

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22. 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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23. 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.



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

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

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

27. When would you be available to begin work at the Federal Defender Office?

\_\_\_\_\_

28. Please list any previous supervisory positions: \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

31. Please list three professional references.

NAME

ADDRESS & PHONE NUMBER

1. \_\_\_\_\_

\_\_\_\_\_

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2. \_\_\_\_\_

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3. \_\_\_\_\_

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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  
EMPLOYMENT IS AT WILL

**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