



**FEDERAL PUBLIC
DEFENDER**
SOUTHERN DISTRICT OF ILLINOIS

**Office of the Federal Public Defender
Southern District of Illinois**

**Position Announcement 18-01
Research and Writing Specialist
Duty Station: Benton, Illinois**

The Federal Public Defender for the Southern District of Illinois is accepting applications for the position of a Research & Writing Specialist to be located in Benton, Illinois. The Federal Public Defender operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services in federal criminal cases and related matters by appointment from the court to individuals unable to afford counsel.

The term of this position will be from the expected hire date of June 11, 2018 until June 07, 2020.

Salary Information: This position is subject to the availability of Federal funds.

Starting Salary Range: \$61,218 to \$121,280. (JSP/FD11-01 to 15-01) Starting salary will be commensurate with the experience and qualifications of the applicant. This position includes regular government employment benefits including health and life insurance, retirement and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

Duties: The primary duties of a research and writing specialist include: Drafting motions, memoranda, jury instructions, briefs and petitions to be filed in the United States District Court, United States Court of Appeals for the Seventh Circuit, and Supreme Court of the United States; consulting and coordinating with attorneys on legal issues arising in discovery, motion practice, trial and sentencing. The Research and Writing Specialist is not an Assistant Federal Public Defender and does not ordinarily sign pleadings. However, the attorney in this position does meet with clients and regularly appears in court on initial matters. The attorney will help supervise legal interns and assist in the creation and presentation of educational programs for attorneys in our office and on the Criminal Justice Act panel. Some travel may be required.

Requirements and Qualifications: The Research and Writing Specialist is an attorney position and the applicant must be a graduate of an accredited law school, admitted to practice in good standing before a state bar, and licensed to practice in the United States District Court for the Southern District of Illinois by not later than the hire date. Applicants should have a commitment to providing quality representation to indigent defendants and must possess superior research and writing skills. 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. Successful applicants will be able to prioritize projects and work both independently and cooperatively. Experience with the

federal court system is desirable but not required. Research & Writing attorneys may not engage in the private practice of law.

Background Check: The selected candidate will be subject to a background check as a condition of employment. This position is contingent upon a satisfactory suitability determination. Applicant must be a US citizen or eligible to work in the United States.

How to Apply: Qualified application should send a letter of interest, current resume with references, and writing sample in **PDF format** to ILS_hr@fd.org (ILS_hr@) the subject line **must read:** Research and Writing Position 18-01 by **April 30, 2018** No telephone calls or faxes please.

***The Federal Public Defender, Southern District of Illinois, is an Equal Opportunity Employer
Women and Minorities Encouraged to Apply***