



FEDERAL PUBLIC DEFENDER WESTERN DISTRICT OF ARKANSAS NOTICE OF POSITION VACANCY

Announcement No:	2015-02	Date:	JUNE 4, 2015
No. of Vacancies:	One		Federal Public Defender
Position Title:	Assistant Federal Public Defender		Western District Of Arkansas 3739 N. Steele Blvd., Suite 280 Fayetteville, AR 72703
Salary:	Commensurate with Experience		http://arw.fd.org
Closing Date:	Open until filled		

POSITION OVERVIEW

The Assistant Federal Public Defender (AFPD) provides every aspect of legal representation to individuals charged with federal criminal offenses in the Western District of Arkansas who are unable to retain an attorney. Duties include representing clients during trials and court hearings in the U.S. District Court for the Western District of Arkansas and direct appeals to the U.S. Court of Appeals for the Eighth Circuit.

POSITION DUTIES & RESPONSIBILITIES

The AFPD performs the following duties:

- ! Provides zealous, high quality professional legal representation to his or her clients. Appears, on behalf of the client, in court hearings and at other related proceedings.
- ! Communicates with the court, opposing counsel, probation officers, witnesses, clients and the families of clients concerning case-related issues.
- ! Maintains in-depth and updated knowledge of criminal defense trial and appellate practices and case law. Develops expertise with the federal sentencing guidelines, understands the ethical obligations and restrictions and practices courtroom advocacy. Pursues all appropriate available training opportunities including local or nationally sponsored training with approval.
- ! Prepares motions and briefs for consideration in federal district and appellate courts. Also prepares petitions for certiorari.
- ! Prepares legal memoranda, review of issues, comprehensive statements of relevant facts, standards of review and briefs with complex legal and factual arguments. Consults with investigative and legal staff regarding issues relevant to the case.
- ! Performs legal research utilizing all available resources including computer-assisted legal research tools. Research includes state and federal statutes, case law, regulations, precedents, treaties, sentencing guidelines, and related subject matter. Analyzes legal decisions, opinions, rulings, memoranda and related legal materials. Compiles and summarizes substantive information on statutes, treaties and specific legal subjects.
- ! Updates research and prepares for oral argument. Prioritizes issues and analyzes difficulties of the case.

QUALIFICATIONS

This is an entry level position. Candidates must be members of the Bar of the U.S. District Court for the Western District of Arkansas and the Supreme Court of Arkansas by the time of entrance on duty. To qualify for the position of AFDP, a person must have experience as a lawyer in the functional areas described in the Position Duties and Responsibilities section above. It is not required but preferred that an applicant have criminal jury trial experience, preferably in representing individuals as a federal criminal defense attorney. Such specialized experience provides the individual: the ability to coordinate the work of others; a comprehensive knowledge of legal principles, practices, methods and techniques; the ability to identify and evaluate pertinent facts and regulations, policies and precedents; skill and judgment in the analysis of cases and legal opinions; a thorough understanding of criminal law, criminal procedure, and evidence; experience performing progressively responsible duties as a lawyer; and the skills and ability to execute the duties of the position. It is preferred that the successful candidate possess excellent written and oral communication skills as the majority of the duties of this position will focus on researching and writing. The candidate must also perform legal research utilizing all available resources including computer-assisted legal research tools. Research includes state and federal statutes, case law, regulations, precedents, treaties, sentencing guidelines, and related subject matter. The candidate will further analyze legal decisions, opinions, rulings, memoranda and related legal materials, and prepare digests, and indexes of same and compile and summarize substantive information on statutes, treaties and specific legal subjects. The ideal candidate must be able to make critical decisions independently and perform the duties of the position with minimal supervision. The ability to provide excellent client service, coordinate multiple projects efficiently, and to utilize technology to enhance effectiveness is essential. The successful candidate will report to the Defender or other supervisor as designated.

BENEFITS

The Federal Public Defender offers a full benefits package that allows an employee to participate in the following pursuant to the written terms of these benefit packages:

- ! Choice of Medical, Fee for Service and/or Health Maintenance Organizations, some plans with dental and vision benefits attached.
- ! Group Life Insurance; employee and family coverage available.
- ! Disability Insurance.
- ! Long Term Care Benefits for the employee and family.
- ! Immediate participation in the Thrift Savings Plan (401K).
- ! Federal Employees Retirement System (Pension Program).
- ! 13 days of accrued vacation leave per year for the first 3 years of employment; increasing after 3 years.
- ! 13 days of accrued sick leave per year.
- ! A minimum of 10 federal holidays.
- ! Flexible spending accounts for healthcare, child dependent care, and commuter programs.

NOTICE TO APPLICANTS

The successful candidate will be subject to a background and fingerprint check as a condition of employment. The Federal Public Defender requires employees to adhere to a Code of Conduct which is available upon request. Equal opportunity employer, women and minorities are encouraged to apply. Direct Deposit is required for payment of compensation to employees. Interested applicants should send a resume, cover letter, salary history and a list of three references to Kathy Swanson, 3739 N. Steele Blvd., Suite 280, Fayetteville, AR 72703. Please no telephone inquiries.