

FEDERAL PUBLIC DEFENDER
NORTHERN DISTRICT OF CALIFORNIA
19TH FLOOR FEDERAL BUILDING - BOX 36106
450 GOLDEN GATE AVENUE
SAN FRANCISCO, CA 94102

GEOFFREY A. HANSEN
Federal Public Defender
STEVEN G. KALAR
Senior Litigator

Telephone: (415) 436-7700
Fax: (415) 436-7706

**POSITION ANNOUNCEMENT
LEGAL RESEARCH AND WRITING SPECIALIST**

The Federal Public Defender for the Northern District of California is accepting applications for the position of Legal Research and Writing Specialist in San Francisco, California. Information about this office may be found at <http://www.ndcalfpd.org/>

Qualified applicants must have the ability to identify and analyze legal issues from lengthy and complex records, and must write clearly and concisely. The position requires excellent research skills; expertise in computer-assisted legal research; willingness to learn digital case management software, and strong time management skills. Proficiency in WordPerfect is required. The successful candidate will provide advanced research and support services to trial attorneys, will write briefs, motions, and legal memoranda, and will draft appeals. The Research and Writing Specialist is not authorized to appear in court on behalf of the client.

The applicant must be a law school graduate and a member of the California State Bar.

This is a full time position, and federal salary scales and benefits apply. Salary is based on the Judicial Salary Plan and is commensurate with experience. The position is subject to mandatory electronic fund transfer (direct deposit) for payment of salary.

Applications sent by mail or fax will not be considered. Applications will *only* be accepted online, at:

<https://www.123contactform.com/form-361604/RandWAttorney-Application>

Applications will close on Friday, August 17, 2012. Interviews will take place during the last two weeks of August. The Research and Writing Specialist must begin work, in San Francisco, by September 24, 2012.

In addition to the information requested in the form at the above website, please prepare and upload a .pdf application packet. This packet should include in a single bookmarked .pdf file:

- A blank face sheet that contains only the following information in bold size 36 font or larger:

Your last name, first name,
Your current employer or employment status.

For example,

Doe, John
Abbott, Brinkley, & Cromley, LLC

- A cover letter;
- Your resume;
- Three writing samples. At least two writing samples must be your original work with no editing or revision from another author;
- Three references, with phone numbers and e-mail addresses. (References will not be contacted until applicants have been interviewed).

Please name this .pdf file using this convention: “Your last name, your first name.pdf”. For example, applicant Joan Smith would name her application file, “Smith, Joan.pdf”

Applications will be accepted through close of business on Friday August 17, 2012.

THE FEDERAL PUBLIC DEFENDER IS AN EQUAL OPPORTUNITY EMPLOYER.