

OFFICE OF THE FEDERAL PUBLIC DEFENDER WESTERN DISTRICT OF OKLAHOMA



POSITION ANNOUNCEMENT ASSISTANT FEDERAL PUBLIC DEFENDER – CAPITAL HABEAS UNIT

The Federal Public Defender for the Western District of Oklahoma, located in downtown Oklahoma City, is accepting applications for the position of Assistant Federal Public Defender (AFPD) in the Capital Habeas Unit (CHU). The CHU represents indigent death-sentenced prisoners in federal habeas corpus litigation proceedings throughout Oklahoma, as well as clemency proceedings for clients approaching execution.

Job Description: Job duties include identifying and developing legal claims, drafting court filings, and directing and supervising the work of other defense team members pursuant to the applicable ABA Guidelines. The attorney will also be responsible for handling court hearings and oral arguments that may arise in the case.

Requirements: Applicants must be a graduate of an accredited law school and be admitted to practice, and in good standing, before the highest court of a state. At least five years of practice experience, preferably in post-conviction proceedings or complex civil litigation, is mandatory. In-office, rather than remote, employment heavily preferred.

The successful applicant will value collaboration and teamwork, will be willing to work outside normal business hours as needed, and will possess strong research and writing skills as well as a commitment to compassionate, client-centered representation.

Selection Criteria: The successful applicant will have an established capacity or clearly demonstrated aptitude for excellence in capital or criminal defense practice, a commitment to the representation of indigent accused persons, and a reputation for personal integrity. If an offer of employment is extended, the applicant must complete a background security investigation including an FBI name search and IRS tax check. Fingerprints and photographs will be taken. Appointment will be subject to the applicant's successful completion of a security investigation and a favorable report. Applicants must be a U.S. Citizen or a lawful permanent resident who is eligible to work in the U.S. and either currently seeking U.S. Citizenship or intends to become a U.S. Citizen when eligible.

Salary and Benefits: Salaries are comparable to the office of the U.S. Attorney. Actual salary will be determined by experience and qualifications. This is an at will, excepted service position. It does not carry the tenure rights of competitive Civil Service. Full federal benefits are available, including participation in health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

How to Apply: Qualified persons may apply by sending via email, **in a single PDF file**, the following: cover letter explaining your interest in the position and your qualifications; resume; three references; and representative writing sample. Send completed application to: zack_pan@fd.org. Deadline: **Until filled**.

The Federal Public Defender Organization follows an Employee Dispute Resolution Plan approved by the United States Court of Appeals for the Tenth Circuit. We are an Equal Opportunity Employer committed to quality representation, diversity and inclusion.