



POSITION ANNOUNCEMENT

ASSISTANT DEFENDER CAPITAL HABEAS UNIT LITTLE ROCK, ARKANSAS

The Federal Public Defender for the Eastern District of Arkansas is accepting applications for an Assistant Federal Public Defender in the Capital Habeas Unit (CHU). The CHU works exclusively on death penalty litigation.

One or more positions may be filled with this announcement.

Ideal candidates should have civil litigation experience, excellent oral and written communication, demonstrated ability to work with a team, the ability to multitask and meet concrete deadlines, and the ability to be disciplined. Further, the ideal candidate will be client-centered, creative, open-minded, a quick learner, energetic, respectful of others, and with a strong commitment to social justice.

Applicants must be members in good standing of a State Bar, and must be eligible for admission to the Bar of the United States District Court for the Eastern District of Arkansas, as well as the Eighth Circuit Court of Appeals.

Salary is based on qualifications and experience. The position is excepted service and does not carry the tenure rights of the competitive Civil Service.

Benefits include health and life insurance, retirement, and the thrift savings plan. A final offer of employment is subject to a background check.

To be considered for this position, please complete the AFPD job application available at <http://are.fd.org>, and submit it to Caletta_Jones@fd.org, or mail the application to 1401 West Capitol Avenue, Suite 490, Little Rock, AR 72201.

**EQUAL OPPORTUNITY EMPLOYER
POSITION OPEN UNTIL FILLED
NO PHONE CALLS PLEASE**

FEDERAL PUBLIC DEFENDER OFFICE



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

Please complete and submit this application to: 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: _____

3. Residence address and phone: _____

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? Yes No

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. _____

9. List any law-related honors, scholarships, prizes, or awards you have received:

10. List all courts and administrative bodies in which you are presently admitted to practice.

COURT/ADMINISTRATIVE BODY

DATE OF ADMISSION

_____	_____
_____	_____
_____	_____
_____	_____

11. Please describe your current job position and duties: _____

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

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

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. _____

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

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

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

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>2019</u>	_____	_____
<u>2018</u>	_____	_____
<u>2017</u>	_____	_____
<u>2016</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?

Yes No 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.

20. Are you bilingual? _____ If so, what languages do you speak? _____

21. Have you ever pled guilty/no contest or been convicted for violating any federal, state, or municipal law? _____ If so, please explain. Omit minor traffic violations.

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

23. 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. _____

24. 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.

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

26. State any additional education or other experience you believe will assist you in performing the duties of this position. _____

27. Why do you want to work at the Federal Public Defender Office? _____

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

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 references, and note whether they are personal or professional.

NAME/PERSONAL OR PROFESSIONAL

ADDRESS & PHONE NUMBER

1. _____

2. _____

3. _____

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 applicant's 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