



**FEDERAL PUBLIC DEFENDER
EASTERN DISTRICT OF ARKANSAS
POSITION ANNOUNCEMENT
(TRIAL LAWYER)**

The Federal Public Defender is accepting applications for an Assistant Federal Public Defender in the Trial Unit. This is a full-time position located in Little Rock, Arkansas. The Trial Unit represents indigent persons charged with criminal offenses in the United States District Court and provides appellate representation in the Eighth Circuit Court of Appeals. Applicants must be committed to zealous representation of the indigent accused and must be committed to protecting their constitutional interests while providing holistic representation. Our office mission requires that each employee embrace our core values of compassion, courage, competency, creativity, and collaboration.

Ideal candidates should have criminal litigation experience, excellent oral and written communication, demonstrated ability to work with a team, ability to multitask and meet concrete deadlines, and ability to aggressively, but civilly, represent the client. Further, the ideal candidate will be client-centered, open-minded, creative, empathetic, a quick learner, honest, hard-working, energetic, and respectful of others. A working knowledge of the Federal Sentencing Guidelines is preferred.

The selected applicant should expect to defend the full range of criminal offenses, including guns, drugs, child pornography, white collar, and immigration crimes. Travel is required for case work and training.

Applicants must be members in good standing of a state bar, and eligible for admission to the Eastern District of Arkansas. Salary is commensurate with experience and education and is comparable to that of Assistant United States Attorneys with similar 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 Saving Plan. A final offer of employment is subject to a background check. The due date for new applications is January 24, 2020.

To apply: 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, suite 490, Little Rock, AR, 72201.

**THE OFFICE OF THE FEDERAL PUBLIC DEFENDER
IS AN EQUAL OPPORTUNITY EMPLOYER
WOMEN AND MINORITIES ENCOURAGED TO APPLY
NO PHONE CALLS PLEASE**



APPLICATION
ASSISTANT FEDERAL PUBLIC DEFENDER
EASTERN DISTRICT OF ARKANSAS
LITTLE ROCK OFFICE

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, by Wednesday, July 10, 2019. 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? _____

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

12. List any continuing legal education courses or other training dealing with criminal law, sentencing, or trial practice attended within the last five years. _____

13. Describe the general nature of your current practice, including any legal specialties which you possess, and describe your typical clients. If your practice is substantially different now than previously, please give the details of your prior practice. _____

16. 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>	_____	_____

17. 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?

_____ 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.

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

19. Have you ever pleaded guilty/no contest or been convicted for violation of any federal, state, county, or municipal law? _____ If so, please give details.

Do not include minor traffic violations for which a fine of \$100 or less was imposed.

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

21. 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. _____

22. Have you filed appropriate tax returns as required by federal, state, local, and other government authorities for the past ten years? _____ If not, please explain. _____

23. List all bar associations and legal societies of which you have been a member, giving the titles and dates of any office held. _____

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

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

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

27. Please list your current -- or most recent -- annual salary or income: _____

28. What is your availability date? _____

29. Please attach a written sample of your work and a copy of your resume.

30. Please list three personal or professional references.

<u>NAME & POSITION</u>	<u>ADDRESS & PHONE NUMBER</u>
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
NO PHONE CALLS PLEASE

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