

Position Announcement

RESEARCH AND WRITING SPECIALIST

The Federal Defenders of Montana, Inc. (FDOM), the community defender organization serving the State and District of Montana, is soliciting applications for the position of Research and Writing Specialist to be stationed at our Helena Branch Office. FDOM is a nonprofit corporation, funded by the Administrative Office of the United States Courts. The organization is not an agency of the federal government; staff members are not federal employees. FDOM provides legal representation and criminal defense services to individuals charged with federal crimes who are financially unable to retain counsel.

The Research and Writing Specialist should be an attorney with knowledge of federal criminal defense or prosecution services. Applicants should have a demonstrated dedication to criminal defense trial work, strong research abilities, and effective written and verbal communication skills. Admission to the bar of Montana and the bar of the United States District Court for the District of Montana, or a commitment to admission within a year of acceptance of the position, is mandatory. An extensive knowledge of Windows®-based and Microsoft Office word processing and computer assisted legal research programs is necessary.

This research lawyer, working under the direction of the Federal Defender or his designee, provides advanced research and writing services in trial and appellate cases by writing briefs, motions, petitions for certiorari, and legal memoranda for review, but does not ordinarily sign pleadings or make court appearances. General duties also include examining, analyzing and researching records and issues; performing legal research and preparing legal documents; assisting with all aspects of case preparation; and formulation and presentation of continuing legal education materials for staff and Criminal Justice Act Panel attorneys.

This full-time position is open until filled. Salary is dependent on experience and qualifications. Women and minorities are encouraged to apply. The Federal Defenders of Montana, Inc., is an equal opportunity employer and maintains a drug-free work place. Applications must be postmarked no later than June 18, 2014. No telephone inquiries. Only those applicants granted an interview will be contacted. Current and future positions may be filled from this vacancy announcement.

Please send a cover letter, resume and writing sample to:

Tory Imbrescia, Administrative Officer
Federal Defenders of Montana
104 2nd Street South, Suite 301
Great Falls, MT 59401