



Office of Capital Writs

JOB VACANCY NOTICE

Posting Date: September 25, 2015

Closing Date: Until filled

Job Listing Identification Number: 215-16-02

OCFW Job Title:

Post-Conviction Attorney
Senior Post-Conviction Attorney

Location: Austin, TX

State Job Title: Attorney III – IV

FLSA Status: Exempt

Monthly Salary Range:

Attorney III: \$4,598.67 to \$7,532.75

Attorney IV: \$5,258.67 to \$8,624.25

State Classification Number and Step: B23-B25

Type of Job: Full Time

Travel Required: Yes

Remarks:

The Texas Office of Capital & Forensic Writs (OCFW) is hiring mid- and senior-level post-conviction attorneys to expand its staff. Ideal candidates will have at least five years of experience representing death-sentenced persons, familiarity with habeas jurisprudence and claim development, talent in the investigation and presentation of mitigating evidence, prior hearing experience, and a deep commitment to client representation. Persons with significant non-capital appellate or trial experience will also be considered. **This is not an entry-level position, and salary will be commensurate with experience.**

The OCFW, then known as the Office of Capital Writs, opened its doors in 2010, representing death-sentenced persons in state post-conviction proceedings. On September 1, 2015, the scope of the Office's mission expanded to include the representation of a select number of capital and non-capital inmates raising challenges through forensic science writs, and its name changed to reflect the expanded mandate. As of October 1, 2015, the Director of the OCFW will be Ben Wolff.

This is an extraordinary opportunity to make a difference in Texas. The OCFW represents a substantial majority of persons sentenced to death in Texas in state habeas and related proceedings. Texas has a unitary post-conviction system; as such, OCFW begins providing

direct, post-conviction representation shortly after a client is sentenced to death, and continues to represent clients throughout state court. We are committed to client-centered and excellent post-conviction representation, in accordance with the ABA Guidelines, Guidelines and Standards for Texas Capital Counsel (2006) and the Supplementary Guidelines and Standards for the Mitigation Function of Defense Teams in Texas Death Penalty Cases (2015).

Job Description:

Representing clients on their initial and/or subsequent state post-conviction application for writ of habeas corpus and related proceedings. Duties include: reviewing the trial and appellate record; developing claims and mitigation evidence; drafting substantial pleadings; and litigating hearings in state court.

Minimum Qualifications:

- Member of the Texas State Bar or eligible for admission within six months of employment (Please note that the Texas Bar allows for the admission without examination for certain applicants who have practiced law for at least five out of the last seven years. *See* Rule XIII, Rules of The Supreme Court Governing Admission to The Bar of Texas);
- Three or more years of prior post-conviction, appellate or trial experience;
- Commitment to excellent representation, and may not have been found by a state or federal court to have rendered ineffective assistance of counsel during the trial or appeal of a death penalty case.

Preferred Qualifications:

- Significant experience, five years or more, representing clients in capital post-conviction or appellate proceedings;
- Prior hearing or trial experience;
- Ability to engage in complex legal analysis, and to communicate clearly and persuasively;
- Excellent analytic, legal research, investigation, and writing skills;
- Ability to work collaboratively in team settings;
- Commitment to culturally competent representation, and experience working with diverse populations;
- A demonstrated understanding of, or willingness to learn about, capital mitigation and mental-health issues;
- Familiarity with and prior experience in the litigation of forensic science evidentiary issues;
- Bilingual Spanish-speaking ability.

Employment Conditions:

- Ability to operate standard office equipment and software;
- A valid driver's license, and the willingness to occasionally operate a motor vehicle for client-representation purposes;
- Ability and willingness to travel throughout Texas and, on occasion, out of state.

To apply for this position, send: (1) a letter of interest; (2) a resume; (3) a list of references; and (4) the mandated State of Texas Application for Employment to Erin Eckhoff at:

erin.eckhoff@ocfw.texas.gov. Candidates selected for an interview will be invited to submit a writing sample at that time.

State applications are available at <http://www.twc.state.tx.us/jobseekers/state-texas-application-employment>.

The Office of Capital & Forensic Writs is an Equal Opportunity Employer and does not discriminate on the basis of race, national origin, sex, religion, age or disability in employment or the provision of services. In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated by the applicant to Sandra Justice, the Office of Capital & Forensic Writs Senior Accountant, at (512) 463-8520.