

POSITION DESCRIPTION  
Marine Corps Defense Services Organization  
Complex and Sexual Assault Litigation  
Highly Qualified Expert (HQE)

**Summary of Specific Duties and Responsibilities:** The Marine Corps Defense Services Organization's (DSO) Highly Qualified Expert for the East Coast (HQE-East) position will be located in the Regional Defense Counsel Office at Camp Lejeune, North Carolina. The DSO HQE-East will work directly for the Chief Defense Counsel of the Marine Corps (CDC). This is a full-time position.

The Marine Corps DSO provides zealous, ethical, and effective defense counsel services to Marines and Sailors who are facing administrative, non-judicial, and judicial actions in order to protect and promote due process, statutory and constitutional rights, thereby ensuring the military justice system is both fair and just. The DSO is comprised of more than 50 criminal defense attorneys and 20 support personnel in branches across the globe. The attorneys range in experience from new law school graduates to seasoned attorneys capable of defending the most complex of cases.

Although the DSO HQE-East's office is located in Jacksonville, NC and the DSO HQE-East reports directly to the CDC in Arlington, VA, the HQE-East provides the expertise on criminal justice litigation across the DSO with a focus on the defense of sexual assault cases and similarly complex cases. The DSO HQE-East is a DSO-wide asset, but will concentrate primarily on Eastern and National Capital Region issues. The DSO HQE-East's primary function is to develop and implement training, resources, materials, and standard operating procedures for the effective and ethical defense of courts-martial, including pre-trial investigation, interview techniques, case management, trial advocacy, post-trial responsibilities, use of case management and trial presentation software, methods for dealing with complainants and victim advocates, and the Department of the Navy Rules of Professional Conduct. The DSO HQE-East also provides case-specific advice to DSO judge advocates and legal services specialists litigating or preparing to litigate complex cases. The DSO HQE-East may not enter into an attorney-client relationship with any particular accused, but engages in privileged communications with counsel detailed to represent individual clients, either in person or through interactive media, e.g., VTC, computer-assisted training, etc. Occasional travel is required.

The DSO HQE-East advises the CDC concerning requirements to ensure the DSO is properly resourced to provide effective representation in complex cases, including staffing, workspaces, hardware, software, and access to external resources as necessary. The DSO HQE-East interacts with senior judge advocates and principal legal advisors in the Marine Corps, Navy, and other services, as well as senior attorneys in key civilian government agencies, such as the Administrative Office of Courts, Office of the Federal Public Defender, and various state public defender offices.

The DSO HQE-East collects and maintains statistical data related to Marine Corps defense services, and may be assigned other duties by the CDC relevant to the overall requirements of this position.

The DSO HQE-East must have significant, validated competency and leadership in military justice or complex civilian criminal litigation as a trial-level defense attorney. The incumbent must also demonstrate advanced proficiency

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providing authoritative legal advice, assistance, and training in complex criminal litigation. Experience in multi-disciplinary team-building, capital litigation, and as a teacher/mentor is advantageous.

Terms of Employment

The position will be full-time and with an expected start date in Summer 2014. The initial appointment will be for 1-2 years, which may be extended to up to five years. As a matter of law, employment as an HQE may not exceed five years and the HQE must have at least a 30 day break in service between any federal or uniformed service and appointment as an HQE.

This position is not in the Civil Service, but the approved pay will be at the GS-15 level and should range from about \$123,000 - \$150,000 depending, in part, upon the experience of the applicant and physical location of the position. HQEs are eligible for health care and other benefits, including a possible relocation bonus if necessary. Some travel is required.

Application

Applicants must submit a comprehensive resume, proof of good standing from a state bar, three references with phone numbers and a cover letter to Captain Matthew Smith, matthew.t.smith@usmc.mil. The cover letter and/or resume must highlight all military justice and/or criminal law experience, litigation experience, litigation training, and any qualifications listed above.