

Office of the  
FEDERAL PUBLIC DEFENDER  
NORTHERN DISTRICT OF OHIO

Skylight Office Tower • Suite 750 • 1660 West Second Street • Cleveland, Ohio 44113-1454  
Phone: 216-522-4856 • Fax: 216-522-4321 • Website: [www.fpd-ohn.org](http://www.fpd-ohn.org)

---

*Branch Offices*

---

*John F. Seiberling Federal Building and  
United States Courthouse  
Two South Main Street, Suite B3-56  
Akron, Ohio 44308-1813  
Phone: 330-375-5739  
Fax: 330-375-5738*

*617 Adams Street  
Toledo, Ohio 43604-1419  
Phone: 419-259-7370  
Fax: 419-259-7375*

*Thomas D. Lambros Federal Building and  
United States Courthouse  
125 Market Street  
Youngstown, Ohio 44503-1780  
Phone: 330-746-6399  
Fax: 330-746-6391  
(By Appointment Only)*

**ANNOUNCEMENT OF JOB POSTING**

**Legal Secretary/Assistant Paralegal Position — Capital Habeas Unit**

The Office of the Federal Public Defender for the Northern District of Ohio announces an immediate opening for a **LEGAL SECRETARY/ASSISTANT PARALEGAL** to be situated in our new capital habeas unit located in Cleveland. In accordance with the Criminal Justice Act, the FPD provides representation to individuals in federal criminal cases who are financially unable to retain counsel. The capital habeas unit focuses on the representation of death-sentenced prisoners. The successful applicant will serve as legal secretary to the capital habeas unit, to include the full range of secretarial duties expected in a law practice. In addition, the successful applicant will be able to provide paralegal assistance to the unit. Accordingly, general familiarity with motions, briefs and other legal documents, excellent proofreading skills including an ability to examine documents for accuracy and completeness, and excellent filing and organization skills are required.

Applicants must have a high school diploma or equivalent, excellent communication, organizational and computer skills, and a minimum of three years experience as a legal secretary proficient in Word Perfect and similar office tools. Knowledge of the state and federal court system and criminal process is helpful, including a familiarity with post-conviction legal proceedings. Above all, applicants must have a strong commitment to assisting others in providing first-rate representation to indigent persons in proceedings under criminal law.

This is a full-time position with federal salary and benefits based on qualifications and experience. Employees are considered at-will, and are not covered by the Civil Service Reform Act. Electronic funds transfer of net pay is required. This position carries certain federal government employment benefits, including health and life insurance, retirement, and the Thrift Savings Plan. Employment is provisional pending the successful completion of a required background check.

Qualified persons may apply by forwarding a letter of interest, a resume, and a list of three references to:

Office of the Federal Public Defender  
ATTN: Legal Secretary/Assistant Paralegal/CHU  
1660 W. 2<sup>nd</sup> Street

Skylight Office Tower, Suite 750  
Cleveland, Ohio 44113

All applications must be postmarked by **July 14, 2008**. No telephone or email inquiries please. EOE.