

Office of the  
FEDERAL PUBLIC DEFENDER  
NORTHERN DISTRICT OF OHIO

Skylight Office Tower • Suite 750 • 1660 West Second Street • Cleveland, Ohio 44113-1454  
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*Branch Offices*

*Akron Centre Plaza  
50 South Main Street, Suite 700  
Akron, Ohio 44308-1830  
Phone: 330-375-5739  
Fax: 330-375-5738*

*617 Adams Street  
Second Floor  
Toledo, Ohio 43604-1433  
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**

**Research and Writing Attorney Position — Capital Habeas Unit**

The Office of the Federal Public Defender for the Northern District of Ohio announces an immediate opening for a **RESEARCH AND WRITING ATTORNEY** to be situated in our 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 position entails representation of indigent defendants and assistance to other lawyers in the capital habeas unit who are engaged in post-conviction capital work.

Interested persons must have graduated from an accredited law school, be a member in good standing of any state bar, and be willing to obtain admission to the bars of the United States District Court for the Northern District of Ohio, the United States Court of Appeals for the Sixth Circuit, and the Supreme Court of the United States upon being hired. The position requires excellent research, writing and oral advocacy skills, proficiency in computer-assisted legal research and word processing software (Word Perfect), and the ability to understand and manage complex factual and legal issues. Candidates should have familiarity with handling capital cases at post-conviction and appellate stages, particularly those litigated under Ohio state law, and with capital habeas proceedings in federal court from the initial petition through appeal and clemency. Above all, applicants must have a strong commitment to 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 and some travel via personal vehicle are 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. This position precludes the private practice of law.

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

Office of the Federal Public Defender  
ATTN: Research and Writing Attorney/CHU  
1660 W. 2<sup>nd</sup> Street  
Skylight Office Tower, Suite 750  
Cleveland, Ohio 44113

All applications must be postmarked by **July 26, 2010**. No telephone or email inquiries please. EOE.

# FEDERAL JUDICIAL BRANCH APPLICATION FOR EMPLOYMENT

If you need additional space, continue under "Remarks" listing item number

1. Name <i>(Last, First, Middle Initial)</i>	2. Phone Number
3. Present Address <i>(Street, City, State, Zip)</i>	
4. Email Address	
5. Other Names Previously Used for Employment Purposes	6. Date of Birth <i>(complete only for law enforcement positions)</i>

### GENERAL

7. Are you a U.S. Citizen?  YES  NO If no, give the Country of your citizenship \_\_\_\_\_

8. a. Were you ever a federal civilian employee?  YES  NO If yes, give highest civilian grade: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Pay Plan Grade Step

b. Are you receiving a federal civilian annuity payment?  YES  NO

c. Are you receiving federal severance pay?  YES  NO If yes, give former agency contact/telephone: \_\_\_\_\_

d. Have you received a federal separation incentive payment  YES  NO If yes, state mo/yr received and former agency contact/telephone: \_\_\_\_\_  
in the past 5 years?

9. Do you have any relatives who are Judges, Officers or  YES  NO If yes, give their names, positions, and relationships to you. \_\_\_\_\_  
employees of the United States Courts?

10. Have you ever served on active duty with the military?  YES  NO *(If selected, you will need to provide your DD-214 (copy 4), Certificate of Release or Discharge from Active Duty, so that your service may be verified and credited)*

### BACKGROUND INFORMATION

For questions 11, 12, and 13, your answers should include convictions resulting from a plea of nolo contendere (no contest), but omit (1) traffic fines of \$300 or less, (2) any violation of law committed before your 16<sup>th</sup> birthday, (3) any violation of law committed before your 18<sup>th</sup> birthday if finally decided in juvenile court or under a Youth Offender law, (4) any conviction set aside under the Federal Youth Corrections Act or similar state law, and (5) any conviction for which the record was expunged under Federal or state law.

11. During the last 10 years, have you been convicted, imprisoned,  YES  NO If yes, provide in Section 19 the date, explanation of violation, place of  
on probation, or on parole? *(Include felonies, firearms or explosives violations, misdemeanors, and all other offenses)* occurrence, and name/address of police dept or court.

12. Have you been convicted by a military court-martial in the past  YES  NO If yes, provide in Section 19 the date, explanation of violation, place of  
10 years? occurrence, and name/address of military authority or court.

13. Are you now under charges for any violation of law?  YES  NO If yes, provide in Section 19 the date, explanation of violation, place of  
occurrence, and name/address of police dept or court.

14. During the last 10 years, have you been fired from any job for  YES  NO If yes, provide in Section 19 the date, explanation of problem, reason for  
any reason, did you quit after being told that you would be fired, leaving, and employer's name/address.  
did you leave any job by mutual agreement because of specific problems, or were you debarred from Federal employment by the Office of Personnel Management or any other Federal agency?

15. Are you delinquent on any Federal debt? *(Include delinquencies arising from Federal taxes, loans, overpayment of  YES  NO If yes, provide in Section 19 the type, length, and amount of  
benefits, and other debts to the U.S. Government, plus defaults of delinquency/default, and steps being taken to correct the error/repay the debt.  
Federally guaranteed or insured loans (e.g., student loan, home mortgage loan)).*

### EDUCATION

16. a. Do you have a high school diploma or G.E.D. equivalent?  YES  NO If yes, Date of Completion \_\_\_\_\_

b. Name and location of colleges or universities attended ( <i>including law schools</i> )	Dates Attended	Credit Hours		Degree	Date Received	Grade Point Average and/or scholastic standing
		Quarter	Semester			

16. c. Other schools or training attended (*list name/location of school, dates attended, subject studied, certificates received, and other pertinent data*):

**JOB RELATED SKILLS, AWARDS, SPECIAL ACCOMPLISHMENTS**

17. List any skills (e.g., language, computer, keyboarding speed), honors, awards, or special accomplishments (e.g., memberships in professional/honor societies, leadership activities, performance awards) that you believe are relevant to your ability to perform the job:

**APPLICANTS FOR LEGAL POSITIONS**

18. a. Are you admitted to the Bar?  YES  NO If yes, list the Bar(s) to which admitted and date(s) of admission. If no, skip to 18b. \_\_\_\_\_
- Is your Bar membership  ACTIVE  INACTIVE \_\_\_\_\_
- b. What was your scholastic standing in law school?  UPPER ½  UPPER ⅓  UPPER ¼
- c. Were you a member of an editorial board of law review or a moot court participant?  YES  No

**19. REMARKS** (*Use this space for continuation of answers. List the item number being explained.*)

**WORK EXPERIENCE**

(Start with your present position and work back 10 years. Include any military service. Use additional page if necessary.)

**A**

Dates of Employment (mm/dd/yyyy) From: _____ To: _____		Number of hours worked per week:	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Pay Plan/Grade (If in federal Service)	Place of Employment City _____ State _____
Name and Address of Employer (firm, organization, etc.)  Business Telephone: (Area Code and Phone Number)			Name and Title of Immediate Supervisor
Reason for Leaving			
Description of Work			

**B**

Dates of Employment (mm/dd/yyyy) From: _____ To: _____		Number of hours worked per week:	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Pay Plan/Grade (If in federal Service)	Place of Employment City _____ State _____
Name and Address of Employer (firm, organization, etc.)  Business Telephone: (Area Code and Phone Number)			Name and Title of Immediate Supervisor
Reason for Leaving			
Description of Work			

C

Dates of Employment ( <i>mm/dd/yyyy</i> ) From: _____ To: _____		Number of hours worked per week:	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Pay Plan/Grade ( <i>If in federal Service</i> )	Place of Employment City _____ State _____
Name and Address of Employer ( <i>firm, organization, etc.</i> )  Business Telephone: ( <i>Area Code and Phone Number</i> )			Name and Title of Immediate Supervisor
Reason for Leaving			
Description of Work			

D

Dates of Employment ( <i>mm/dd/yyyy</i> ) From: _____ To: _____		Number of hours worked per week:	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Pay Plan/Grade ( <i>If in federal Service</i> )	Place of Employment City _____ State _____
Name and Address of Employer ( <i>firm, organization, etc.</i> )  Business Telephone: ( <i>Area Code and Phone Number</i> )			Name and Title of Immediate Supervisor
Reason for Leaving			
Description of Work			

**APPLICANT CERTIFICATION**

I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me, or firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

SIGNATURE \_\_\_\_\_

DATE SIGNED \_\_\_\_\_