



# FEDERAL PUBLIC DEFENDER

Northern District of Ohio



## ADMINISTRATIVE SECRETARY CLEVELAND, OHIO \$46,077 - \$73,714

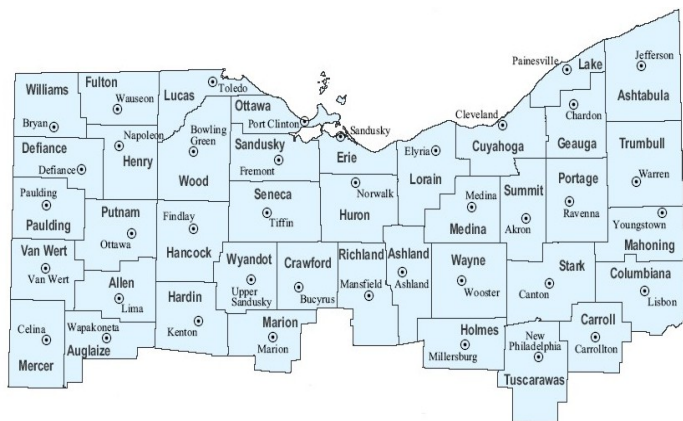
*Plus Excellent Benefits*

*Apply by  
April 22, 2024  
(First Review, Open Until Filled)*



## WHY APPLY?

This is an exciting opportunity for anyone with a heart for public service and secretarial experience to join a dedicated team of professionals in one of the most vibrant cities in the country, Cleveland Ohio! Located on the shores of Lake Erie, not only does Cleveland offer professional sports, but also hosts the second



largest theater district in the country, a world-class art museum, a world-class orchestra, and a national park with hiking, biking, kayaking, and fishing opportunities. If you are an Administrative Secretary professional with experience in providing secretarial support to administrative staff, are interested in a rewarding career in public service, hope to have a tangible impact on your community, and share our belief that no one should be defined by their worst day, this job is for you!

## WHAT WE DO

Our mission at the Office of the Federal Public Defender for the Northern District of Ohio is to zealously represent and defend indigent citizens in order to preserve, protect, and defend the principle of equal justice for all.

We do this in accordance with the Criminal Justice Act. We provide representation to individuals in federal criminal cases or under federal criminal investigation who are financially unable to retain counsel.



## WHO WE ARE

We serve the northern 40 counties of Ohio along the coast of Lake Erie, from Pennsylvania to Indiana, providing free legal defense to those who cannot afford it on their own.

We are attorneys, paralegals, investigators, office administrators, information technology and litigation support specialists, and legal assistants, dedicated to defending our fellow citizens by providing them with legal counsel. We are zealous advocates for our clients, providing independent trial defense services free from outside influence. We represent every client within the guidelines of the law, consistent with our professional ethics, and in accordance with all applicable rules of practice. We work together as a team of legal professionals to uphold every person's right to be presumed innocent, and when required to a fair sentence. Our defense is vigorous at trial, sentencing, and on appeal. We advocate for humane sentences by showing judges and prosecutors that we represent people, not criminals.

We are committed to cultivating a culture of acceptance and connectedness that honors the diverse backgrounds of the people we represent. We value diversity and believe better legal representation occurs when members of the defense team have diverse backgrounds and experiences. We seek out and embrace the unique contributions that you can bring, including your culture, ethnicity, education, opinions, race, sex, gender identity and expression, sexual orientation, nation of origin, age, languages spoken, veteran status, religion, disability, and economic status.



## THE ORGANIZATION

Established in August of 1973, the Office of the Federal Public Defender for the Northern District of Ohio operates four offices, including a main office in downtown Cleveland and branch offices in Akron, Youngstown, and Toledo. Our staff of 51 employees is split between the Trial Unit, performing traditional indigent criminal defense and appeals, and the Capital Habeas Unit, providing post-conviction representation to inmates sentenced to death.

## WHO YOU ARE

You will have graduated from high school with a minimum of 3-years of related secretarial experience. Experience with the Federal court system is desirable. Fluency in Spanish is a plus.

You are resourceful, creative, consistently demonstrate initiative, and are goal oriented. You're good at multitasking. You have good interpersonal skills as well as oral and written communication skills. You have a comprehensive knowledge of office secretarial principles, practices, methods, and techniques. Your ethical compass is strong, and you consistently exercise good judgement. You can analyze and apply relevant policies and procedures to office operations. You are computer literate, familiar with Windows OS and are proficient with Microsoft Office applications, including Word, Powerpoint, and Excel. Knowledge of and experience with PeopleSoft (or similar information management system) is a plus.

## RESPONSIBILITIES

The selected candidate will be assigned to our Cleveland office, located adjacent to the Carl B. Stokes Federal Courthouse in the heart of downtown Cleveland, where you will work with and report to the Administrative Officer. We anticipate filling this position as soon as possible. In general, the ideal candidate will demonstrate capability and qualifications in the following areas:

- Receiving, screening, referring, and directing telephone calls.
- Answering general inquiries and providing information according to available references.
- Recording and distributing telephone or in-person messages to personnel who are unavailable.
- Determining the urgency of messages and identifying exceptions to "no interruption" directions and acting accordingly.
- Greeting and directing visitors.
- Answering general office inquiries, and furnishing appropriate information to clients, members of the public, court personnel, and the bar regarding staff availability and/or court schedules.
- Screening collect telephone calls from incarcerated defendants, directing calls appropriately.
- Monitoring interior office access via video screen.
- Keeping track of visitor arrivals, departures, as well as staff destinations and leave.
- Understanding and basic knowledge of the legal process and legal terminology, and knowledge of office practices and procedures.
- Understanding and exercise of care regarding attorney/client privilege information and confidentiality.
- Receiving and routing of incoming mail and deliveries, overseeing outgoing mail, including courier and express mail services, and inventorying stored items received.
- Monitoring status of certain office supplies on hand and maintaining their inventories.
- Operating general office equipment, including copiers, printers, and certain computer-generated software such as Electronic or "eFax", routing incoming facsimile transmissions from eFax.
- Providing secretarial support and compiling report data for administrative staff as directed, including organization and maintenance of administrative files and records.
- Maintaining an administrative office calendar and monitoring conference room requests.
- Arranging administrative meetings and seminars.
- Distributing informational material such as office address changes and office telephone changes.
- Performing expanded administrative duties in such areas as procurement as may be required.
- Other duties as assigned.



## COMPENSATION & BENEFITS

- \$46,077 - \$73,714
- Health & Life Insurance
- FERS Retirement
- Social Security
- Thrift Savings Plan
- Transit Subsidy Voucher
- Paid Parking
- 12 Federal Holidays
- Annual Leave and Sick Leave

## HOW TO APPLY

All qualified candidates are strongly encouraged to apply by **April 22, 2024** (first review, open until filled—multiple vacancies may be filled by this advertisement). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. Only applicants selected for interviews will be contacted. To apply send a single Adobe .pdf document via email which includes a letter of interest, your resume, a completed AO78 Application for Judicial Employment, and three (3) references to: **ohn\_employment@fd.org**, **subject line: "2024-05 Administrative Secretary."**

This is an exciting opportunity for anyone interested in a challenging and rewarding career in public defense! Come join our team! Apply now!

## NOTICE

Employees are considered at-will and are not covered by the Civil Service Reform Act. This position offers responsibility, independence, dynamic teamwork, and generous federal benefits. The Office of the Federal Public Defender for the Northern District of Ohio is an Equal Opportunity Employer. Employment is provisional pending the successful completion of a required background check. You must be a United States citizen or eligible to work in the United States. You must possess a valid driver's license. Travel by a personal vehicle may be required.



# 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?  | <input type="checkbox"/> YES | <input type="checkbox"/> NO | If no, give the Country of your citizenship _____  |
| 8. a. Were you ever a federal civilian employee?  | <input type="checkbox"/> YES | <input type="checkbox"/> NO | If yes, give highest civilian grade: _____ / _____ / _____<br>Pay Plan                      Grade                      Step  |
| b. Are you receiving a federal civilian annuity payment?  | <input type="checkbox"/> YES | <input type="checkbox"/> NO |  |
| c. Are you receiving federal severance pay?   | <input type="checkbox"/> YES | <input type="checkbox"/> NO | If yes, give former agency contact/telephone: _____  |
| d. Have you received a federal separation incentive payment in the past 5 years?                | <input type="checkbox"/> YES | <input type="checkbox"/> NO | If yes, state mo/yr received and former agency contact/telephone: _____  |
| 9. Do you have any relatives who are Judges, Officers or employees of the United States Courts? | <input type="checkbox"/> YES | <input type="checkbox"/> NO | If yes, give their names, positions, and relationships to you. _____   |
| 10. Have you ever served on active duty with the military?                                      | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <i>(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)</i> |

### BACKGROUND INFORMATION

|  |                              |                             |   |
|--|------------------------------|-----------------------------|---|
| 11. During the last 5 years, have you been fired from any job for any reason, did you quit after being told that you would be fired, 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? | <input type="checkbox"/> YES | <input type="checkbox"/> NO | If yes, provide in Section 17 the date, explanation of problem, reason for leaving, and employer's name/address.                              |
| 12. Are you delinquent on any Federal debt? <i>(Include delinquencies arising from Federal taxes, loans, overpayment of benefits, and other debts to the U.S. Government, plus defaults of Federally guaranteed or insured loans (e.g., student loan, home mortgage loan)).</i>  | <input type="checkbox"/> YES | <input type="checkbox"/> NO | If yes, provide in Section 17 the type, length, and amount of delinquency/default, and steps being taken to correct the error/repay the debt. |



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

**B**

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

**C**

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

**D**

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



**OPTIONAL BACKGROUND INFORMATION – RESPOND ONLY IF REQUIRED BY THE VACANCY ANNOUNCEMENT**

**Answer questions 18, 19, and 20, only if required by the vacancy announcement.** 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.

18. During the last 7 years, have you been convicted, imprisoned, on probation, or on parole? *(Include felonies, firearms or explosives violations, misdemeanors, and all other offenses)*  YES  NO If yes, provide in Section 21 the date, explanation of violation, place of occurrence, and name/address of police dept or court.

19. Have you been convicted by a military court-martial in the past 7 years?  YES  NO If yes, provide in Section 21 the date, explanation of violation, place of occurrence, and name/address of military authority or court.

20. Are you now under charges for any violation of law?  YES  NO If yes, provide in Section 21 the date, explanation of violation, place of occurrence, and name/address of police dept or court.

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

[Empty space for remarks]

**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 \_\_\_\_\_