

FEDERAL PUBLIC DEFENDER

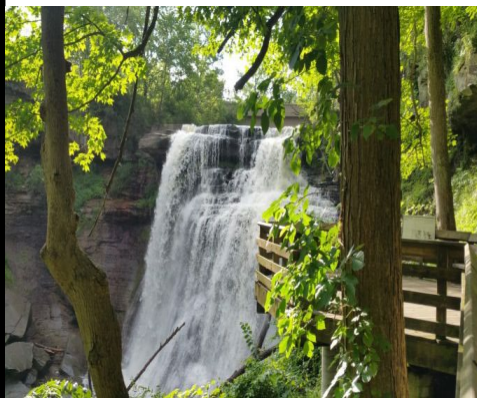
Northern District of Ohio



RESEARCH & WRITING SPECIALIST ATTORNEY YOUNGSTOWN, OHIO \$54,727 - \$131,178

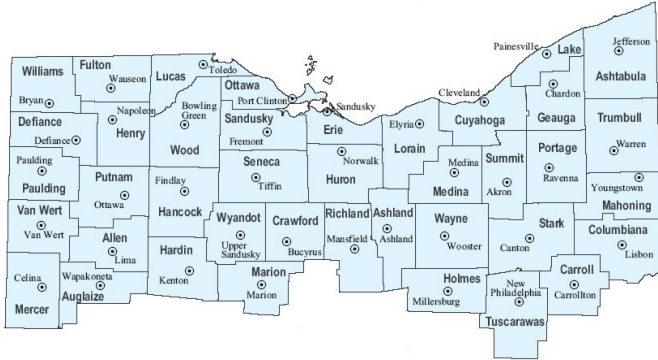
Plus Excellent Benefits

Apply by
November 25, 2022
(First Review, Open Until Filled)



WHY APPLY?

The Office of the Federal Public Defender for the Northern District of Ohio serves the northern 40 counties of the state along the coast of Lake Erie, from Pennsylvania to Indiana, providing free legal defense to those who cannot afford it on their own. Currently we have offices in Cleveland, Akron, and Toledo. But we are



opening a brand-new office in Youngstown, Ohio! The selected candidate will be part of a small team in a remote location where dependability, initiative, and integrity will be the watchwords! If you are an attorney interested in making your mark on a new office, who loves the courtroom, is good on your feet, has a heart for public service, and who shares our belief that no one should be defined by their worst day, this job is for you! Multiple positions may be filled with this advertisement, so any attorney with an interest in public defense should therefore apply now! Law School graduates awaiting bar results are eligible to apply.

WHAT WE DO

We zealously represent and defend indigent citizens in order to preserve, protect and defend the principle of equal justice for all. We represent individuals in federal criminal cases or under federal criminal investigation who are financially unable to retain counsel in accordance with the Criminal Justice Act.



WHO WE ARE

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 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's status, religion, disability, and economic status.

RESPONSIBILITIES

The selected candidate will initially begin work in our Cleveland Office. While in Cleveland you will have the opportunity to work collaboratively with our team of Assistant Federal Public Defenders, Research and Writing Attorneys, Investigators, and Paralegals, and to become integrated into our team. We currently anticipate opening our new branch office in Youngstown, Ohio in the fall of 2023, whereupon the person selected will move to that location with their team. While training is available, the selected candidate will be expected to quickly assume a large caseload, so prior federal or other criminal court experience (including military justice) is preferable. We anticipate filling this position as soon as possible. In general, the ideal candidate will demonstrate capability and qualifications in the following areas:

- The initiative, judgement, and integrity to operate and think independently, while still working cooperatively as part of a team.
- Demonstrate good interoffice communication skills.
- The ability to immediately handle a substantial case load, sitting at counsel table as part of a team representing defendants in Federal District Court, assisting the assigned Assistant Federal Defender.
- Strong research and writing skills, oral advocacy skills and the ability to strategically address complex trial and appellate matters, both orally and in writing, including identifying and developing legal defenses, claims and sentencing strategies.
- The ability to research and draft sentencing memos, trial court motions, and appellate briefs, including briefs and oral argument in the Sixth Circuit Court of Appeals, and Cert petitions to the Supreme Court of the United States.
- The ability to think quickly on your feet in court and in the office.
- Have a strong commitment to addressing the ongoing and underlying disparate treatment of people of color and marginalized communities within the criminal legal system.
- Able to serve as a resource to CJA panel attorneys.



WHO YOU ARE

You have graduated from an accredited law school, are a pending admission to or are a member in good standing of any state bar, are pending admission to or are a member of the Ohio Bar, or are willing to pursue admission to the Ohio Bar, and are willing to obtain admission to practice before 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. A minimum of 3-years criminal litigation and/or appellate experience is preferred. Federal court experience is desirable.

You are trustworthy and reliable with good judgment and initiative. You can operate in a complex environment with minimal guidance to achieve expected results. As an attorney you have a demonstrated commitment to working with marginalized communities and with clients from a wide range of backgrounds. You put the client first while standing on your values, your personal and professional ethics, and your professionalism. You use sound judgment to carry out your responsibilities. You appreciate the importance of diversity. You always partner with other members of the office, seek out the opinions of your colleagues, and love to work as a team. You are candid in your advice, but respectful of others. You don't just recognize problems but identify solutions. You harness your creativity, legal acumen, and writing skills to overcome difficult problem sets. Above all, you maintain your high standards while treating our clients and your co-workers with empathy and understanding.



IDEAL CANDIDATE

Education and Experience

To qualify interested persons must have graduated from an accredited law school. Candidates who have graduated law school and are awaiting bar results may apply but must be a member in good standing of any state bar before their start date. Additionally, if not a member of the Ohio Bar the selected candidate must be willing to pursue admission to the Ohio Bar and be willing to obtain admission to practice before the United States District Court for the Northern District of Ohio, United States District Court for the Southern District of Ohio, the United States Court of Appeals for the Sixth Circuit, and the Supreme Court of the United States.

Additionally, applicants must:

- Have exceptional research and writing skills and be able to manage complex litigation.
- Have demonstrably good communication skills and the ability to maintain a friendly, open, demeanor during periods of increased work tempo.
- Have a strong commitment to addressing the ongoing and underlying disparate treatment of people of color and marginalized communities within the criminal legal system.

Specialized knowledge, skill, and experience in the following areas is preferred:

- Familiarity with federal sentencing guidelines and practices.
- Familiarity with federal criminal and appellate litigation.
- An understanding of intellectual and developmental disabilities and severe mental illnesses.
- Proficiency in creating and editing video presentations for sentencing.
- Education or practical experience in other related fields such as mitigation or relevant education or practical experience in fields of mental health, sociology, psychology, childhood trauma, and/or social work.

COMPENSATION & BENEFITS

- \$54,727 - \$131,178
- 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 **November 25, 2022** (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, three (3) references, and a recent writing sample, limited to 10 pages, to: **ohn_employment@fd.org**, **subject line: "2023-03 Research and Writing Specialist, Youngstown"**.

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





FEDERAL PUBLIC DEFENDER NORTHERN DISTRICT OF OHIO

Employees are considered at-will and are not covered by the Civil Service Reform Act. The 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. This position precludes the private practice of law.

FEDERAL JUDICIAL BRANCH
APPLICATION FOR EMPLOYMENT

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

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

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: _____ / _____ / _____ 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	(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

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? (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)).	<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.

EDUCATION

13. a. Do you have a high school diploma or G.E.D. equivalent? ☐ YES ☐ NO

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			

14. 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

15. 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

16. 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

17. 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 <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 Title of Immediate Supervisor 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> 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 Title of Immediate Supervisor 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> 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 Title of Immediate Supervisor 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> 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 Title of Immediate Supervisor 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 16th birthday, (3) any violation of law committed before your 18th 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? <i>(Include felonies, firearms or explosives violations, misdemeanors, and all other offenses)</i> | <input type="checkbox"/> YES <input type="checkbox"/> 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? | <input type="checkbox"/> YES <input type="checkbox"/> 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? | <input type="checkbox"/> YES <input type="checkbox"/> 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.)*

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 _____