



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

Stephen C. Newman
Federal Public Defender

Jacqueline A. Johnson
First Assistant Federal Defender

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
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)

POSITION ANNOUNCEMENT

2022-04 PARALEGAL

CLEVELAND, OHIO

Deadline 06/01/2022

The Office of the Federal Public Defender for the Northern District of Ohio announces a full-time position for an opening for a **Paralegal**. This advertisement is for the Cleveland branch office.

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

Responsibilities. Your responsibilities not only extend to the day-to-day administrative and support needs of your assigned attorneys, but also include providing support to attorneys and staff actively engaged in trial work. Your responsibilities include but are not limited to: Actively works as part of the representational team for two to three different designated Assistant Federal Defenders. Conducts legal research, utilizing all available resources and computer-assisted research tools. Assists in all aspects of case preparation, sitting at counsel table with the Assistant Federal Defender at hearings and trials, evaluating testimony, coordinating witnesses, organizing documents, and providing litigation support. Drafts necessary correspondence and assists with client contact and management, keeping the client informed about case developments, status, court appearances, and answering general (non-legal) questions about office policies and court procedure. Manages and coordinates electronic, paper, and physical evidence and discovery. Prepares general pleadings for the Assistant Federal Defender, reviews more complex motions for completeness and accuracy, and works with court personnel and electronic filing systems to ensure all matters are properly filed with the court. Maintains a calendar of upcoming trial court requirements and appearances for each assigned Assistant Federal Defender and ensures everyone knows where they need to be and when.

Qualifications. Applicants must also have strong organizational, analytical and research skills, and be able to work both independently and as part of a team. Applicants must have some experience in complex civil or criminal litigation and be able to write clearly and communicate interrelated concepts and ideas effectively. Attention to detail, meticulous time & record-keeping and excellent communication and interpersonal skills are essential. Additionally, applicants must have:

- A Paralegal Certificate, a Bachelor's degree or an Associate's degree in Paralegal Studies from an accredited school is required.

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- A working knowledge of legal terminology and court procedures.
- Personal computer and advanced word processing skills, including a working knowledge of Adobe Acrobat, Microsoft Word, and legal research tools such as Lexis and Westlaw.
- The ability to maintain a friendly, open, demeanor during periods of increased demand.

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

- Experience with software such as Microsoft Excel, PowerPoint, Access, OneNote, OneDrive, and document management or litigation support databases such as Summation, Trial Director or CaseMap is preferred.

Salary and Benefits. The starting salary for the position will be set commensurate with the experience and qualifications of the applicant within the range of Judiciary Salary Plan range \$69,092 to \$116,367. To qualify for entry level, a person must have at least three years of *general* experience and two years of *specialized* experience; some education may be substituted for experience. The successful candidate will be subject to a background check as a condition of employment. This position is subject to mandatory Electronic Funds Transfer (direct deposit) for payment of net pay. This position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. Benefits include ten paid holidays, a generous vacation package and retirement, as well as optional participation in: medical and life insurance programs, the Thrift Savings Plan (traditional and/or Roth accounts), supplemental dental and vision programs, long-term care, pre-tax health, dependent care, medical care and commuter reimbursement accounts, and Credit Union membership eligibility.

How to Apply. All qualified candidates are strongly encouraged to apply by June 1, 2022 (first preferential review, open until filled). 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: "202204 Paralegal".

The Office of the Federal Public Defender is an Equal Opportunity Employer. Women and minorities are encouraged to apply. Multiple positions may be filled with this announcement.

All applications must be e-mailed by close of business on June 1, 2022. Due to the volume of responses expected, only those invited to interview will be contacted. No inquires please.

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: _____ / _____ / _____ 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.

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 (including law schools)	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 ¼ 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? *(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 providing remarks and explanations for previous answers.]

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 _____