



FEDERAL PUBLIC DEFENDER NORTHERN DISTRICT OF OHIO

**Position: Litigation Support and
Discovery Coordination Paralegal**

Location: Cleveland, Ohio

Announced: May 11, 2022

First Review: May 20, 2022

Position No: 2022-05

www.fpd-ohn.org/careers

WHAT WE DO:

The Office of the Federal Public Defender for the Northern District of Ohio zealously represents and defends 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. Our Capital Habeas Unit (CHU) provides representation to individuals who have been sentenced to death in the state court and who are financially unable to retain counsel.

WHO WE ARE:

We are attorneys, paralegals, investigators, office administrators, information technology 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 and federal habeas corpus defense services free from outside influence. We represent every client within the guidelines of the laws, 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. Our CHU provides teams of legal professionals to save the lives of clients sentenced to death by state courts through creative litigation strategies developed in the course of federal habeas litigation or from Clemency presentations to the state Parole Board. Our habeas representation extends through all district court litigation as well as through the Sixth Circuit Court of Appeals and Supreme Court. 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's status, religion, disability, and economic status.

WHO YOU ARE:

You are a trusted and reliable individual with a heart for public service. 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 are a skilled writer and researcher. 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.

JOIN OUR TEAM:

We are an extremely busy law firm with a high caseload and significant quantities of electronic and physical discovery. As such, candidates must be comfortable working in a fast-paced environment handling extensive volumes of documentation. Because of the work tempo the candidate should also have excellent interpersonal skills.

While familiarity with internet usage and general computer hardware and software is expected, experience in electronic evidence organization, research and review abilities is highly desirable. **Preference will be given to individuals with a paralegal, litigation support, fraud investigation and/or courtroom litigation support background.** Candidates should have experience with, or a willingness to learn, computer programs and/or systems such as Word, Adobe, Case Map, Power Point, Trial Director, Excel, Summation, Eclipse, etc. This position may also require supporting Federal criminal cases with heavy emphasis on organizing mental health and other mitigation data for trial, sentencing, appellate and Habeas proceedings.

Job duties would include but would not be limited to providing workflow and technical advice in litigation support (e.g., case management, electronic discovery, document management, electronic courtroom presentations, and Clemency/Parole Board Hearing video presentations). Candidates should be able to act as a litigation support and discovery specialist, receiving, processing, organizing, indexing, and formatting discovery to assist trial and appellate teams in using the material for case preparation, trial, direct appeals, and habeas, as well as clemency. Candidates should have experience with or will be willing to learn to create document databases, indexes, transcripts, and images in electronic case management tools such as Eclipse, Trial Director, Case Map, and other litigation support applications. Candidates will need to show aptitude in administering databases, processing data and electronic files, and performing OCR and transfers to various file formats. Candidates need to be willing to assist paralegals and attorneys with the production of discovery to clients, experts, and other team members as necessary. Candidates will additionally be able to provide support and problem resolution for all discovery related issues and software applications. Other duties may be assigned at the discretion of the Defender.

This is a one-of-a-kind position in our organization reporting to the Supervisory Computer Systems Administrator but working in close coordination with the Chief Paralegal.

QUALIFICATIONS:

Must be a high school graduate or equivalent and have at least three years of general experience with Windows PCs. A high level of Windows computer skills and proficiency in MS Office (Word, Excel and PowerPoint), Windows file system, knowledge of various file formats, audio and video file editing/conversion and text file editing is required. A Bachelor's or advanced degree from an accredited college or university in computer technology, information management or a related field is preferred. Experience with Adobe Acrobat Pro and litigation support software, e.g. CaseMap, Trial Director, Eclipse or their equivalents is preferred. Experience with other law office IT, litigation support software applications and computer forensics is highly desirable. The successful applicant will be detail oriented, have strong organizational skills, and be able to set priorities and meet critical deadlines. The successful applicant will possess the ability to work in a team environment and communicate effectively both orally and in writing. The successful applicant will also have a customer service orientation and exceptional end user communication skills.

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 Grade of \$69,092- \$116,367. 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. For information on benefits see <http://www.uscourts.gov/career/benefits>.

Employment is provisional pending the successful completion of a required background check. You must be a U.S. 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.

APPLY NOW:

The first review of applications will be conducted after May 20, 2022. Applications received after May 20, 2022, will be reviewed only if a candidate is not selected from among the initial pool of applicants. Submit the following in a **single** Adobe .pdf document: a letter of interest, resume, a completed AO78 Application for Judicial Employment, three (3) references to ohn_employment@fd.org, subject line: "2022-05 *Litigation Support and Discovery Coordination Paralegal*" by May 20, 2022. Due to the volume of applications anticipated, negative responses are not generated. The FPD is an Equal Opportunity Employer.

This is a rescoping and reannouncement of Position Number "2022-01 *Assistant Computer Systems Administrator*". Qualifying applications submitted under that position announcement will be considered for this position. There is no need to reapply.

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 1/8

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 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 _____