



FEDERAL PUBLIC DEFENDER

Northern District of Ohio

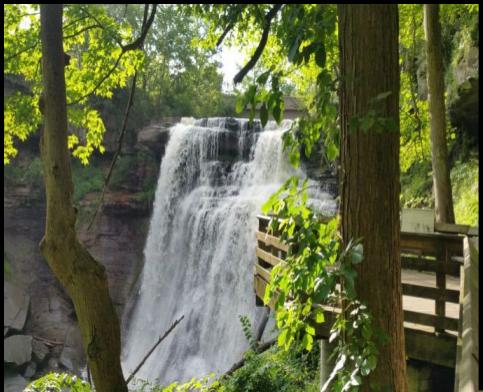


CAPITAL HABEAS UNIT RESEARCH AND WRITING SPECIALIST

\$57,105 - \$136,879

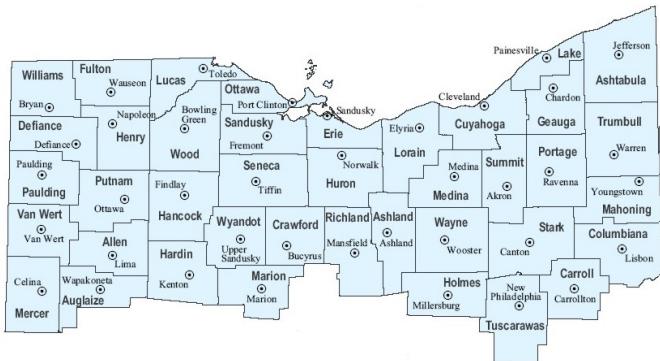
Plus Excellent Benefits

*Apply by
December 1, 2022
(First Review, Open Until Filled)*



WHY APPLY?

Located in the heart of downtown Cleveland, Ohio, 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 their own.

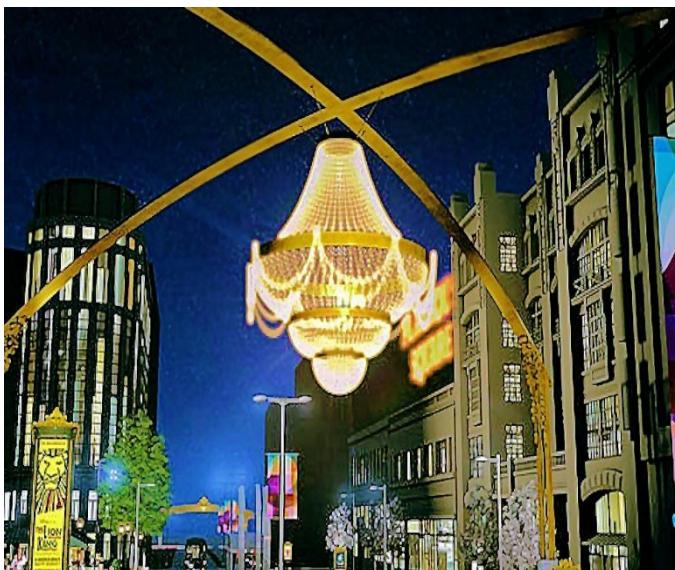


Our Capital Habeas Unit (CHU) focuses on the representation of State prisoners sentenced to death who have exhausted their claims through the State court appellate processes and who are seeking a final review of their claims in federal habeas corpus. Our habeas representation covers all stages of representation in federal court from the initial petition through the Circuit and Supreme Court stages of appeal and State clemency.

WHAT WE DO

Our mission at 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.



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 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, on appeal, and in state capital post-conviction. We advocate for humane sentences by showing judges, prosecutors, and the Ohio Parole Board 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. 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, or 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 44 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. There are currently 22 Capital Habeas Units throughout the country. Our CHU was opened in 2008 with a staff of two attorneys and a Paralegal. It has grown to a Unit currently comprised of 14 members, including five Assistant Federal Public Defenders, two Paralegals, three Research and Writing Attorneys, two investigators, a Mitigation Specialist, and a Legal Assistant. We represent approximately 30 clients including 28 from Ohio and 2 from Arizona.

WHO YOU ARE

You are a trusted and reliable individual with demonstrated commitment to working with marginalized communities and with clients from a 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.

RESPONSIBILITIES OF A CHU RESEARCH AND WRITING SPECIALIST

As a Research and Writing Specialist in our Capital Habeas Unit, you will collaboratively work with a team of Assistant Federal Public Defenders, Research and Writing Specialists, Investigators, a Mitigation Specialist, Paralegals, and a Legal Assistant. Your responsibilities include but are not limited to:

- Researching and drafting capital habeas petitions and motions in federal district courts.
- Researching and drafting appellate briefs in circuit court of appeals and in the Supreme Court of the United States.
- Identifying and developing legal claims.
- Bringing a creative and committed approach to research and writing in order to address the historical significance of capital punishment and its ongoing relationship to race and slavery.
- Advocating in oral arguments.
- Assisting in the development of fact and mitigation investigations.
- Building long term rapport with clients, including clients with severe mental illnesses and intellectual and developmental disabilities.
- Participating in creative narratives and video productions for state clemency.
- Serving as a resource to CJA panel attorneys, including planning and presenting Capital Habeas Seminars for the defense community.





IDEAL CANDIDATE

Education and Experience

To qualify interested persons must have graduated from an accredited law school, be a member in good standing of any state bar, or if not a member of the Ohio Bar 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:

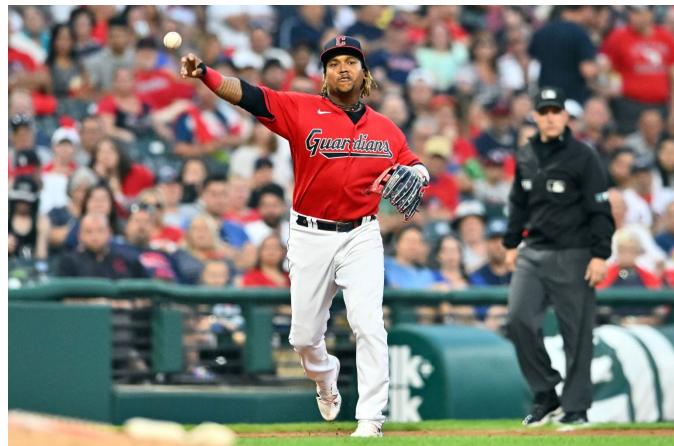
- Have exceptional writing skills, and be able to manage difficult, complex, litigation.
- Have demonstrably good communication skills and the ability to maintain a friendly, open, demeanor during periods of increased work tempo.
- Have a strong commitment to addressing the ongoing and underlying disparate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

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

- Familiarity with federal habeas corpus or other post-conviction litigation.
- Familiarity with criminal, capital, and/or appellate litigation.
- Thorough understanding of intellectual and developmental disabilities and severe mental illnesses.
- Proficiency in creating and editing video presentations for clemency.
- Education or practical experience in mitigation work or relatedly, relevant education, skill, or practical experience in fields of mental health, sociology, psychology, childhood trauma, and/or social work.

COMPENSATION & BENEFITS

- \$57,105 - \$136,879
- Health & Life Insurance
- FERS Retirement
- Social Security
- Thrift Savings Plan
- Transit Subsidy Voucher
- 12 Holidays
- Annual Leave
- Sick Leave





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.

All qualified candidates are strongly encouraged to apply by **December 1, 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: "**2023-04 CHU Research and Writing Specialist**".

**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 (<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 (<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 ½ 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.)***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 _____