



FEDERAL PUBLIC DEFENDER

Northern District of Ohio



PERSONNEL/FINANCIAL ADMINISTRATOR CLEVELAND, OHIO

\$62,630 - \$118,069

Plus Excellent Benefits

Apply by

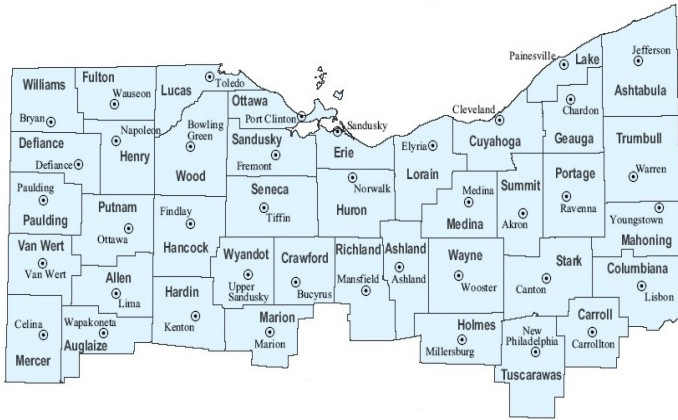
February 23, 2024

(First Review, Open Until Filled)



WHY APPLY?

This is an exciting opportunity for anyone with heart for public service and a background in Personnel and Financial Management 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 HR professional with experience in managing a budget, 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 have graduated from an accredited university in the field of business, business administration, accounting, or personnel management with a minimum of 3-years of related human resources experience (5-years is preferred). Experience with the Federal court system is desirable.

You are resourceful, creative, consistently demonstrate initiative, and are goal oriented. You consistently show tact and discretion. You have good interpersonal skills as well as oral and written communication skills. You have strong conflict resolution skills (a background in mediation is a plus). You have strong analytical skills with experience in organization, research, review, analysis and the presentation of information and data. Your ethical compass is strong, and you consistently exercise good judgement. You deal with other employees in a mature and diplomatic manner by relying on your knowledge of and compliance with human resource policies, employment law trends and emerging personnel issues. By using your comprehensive knowledge of personnel management principles and employee relations practices you can deal with many different types of people from a variety of backgrounds and experiences.

You possess a comprehensive knowledge of financial management and accounting principles, practices, methods, and techniques. You can identify and evaluate pertinent facts and regulations, policies and precedents, and have the judgement necessary to keep the program financially compliant with judiciary rules and regulations. You are computer literate, familiar with Windows OS and are proficient with Microsoft Office applications, including 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:

- The ability to ensure compliance with Federal and local personnel and employment practices by reviewing, developing, and recommending personnel policies to management team.
- Leading the recruitment and selection process and make recommendations regarding hiring decisions, compensation, and reporting/organization structure.
- Regularly reviewing employee classification and compensation.
- Coordinating and administering benefit programs including health and life insurance, leave, worker's compensation program, Employee Assistance Program (EAP), and retirement benefits.
- Serving as the point of contact for questions and issues benefit programs, as well as staying abreast on benefit offerings/changes to benefits offerings, and keeping employees informed.
- Lead in the performance management process and being informed regarding the EDR plan and process.
- Providing guidance, coaching, and advice to the management team on issues including employee development, position standards, job descriptions, standards of conduct, performance standards and appraisals, and disciplinary issues.
- Processing personnel and payroll actions such as appointments, promotions, separations, terminations, and retirement, while maintaining required personnel records.
- Assisting employees with official travel arrangements and processing all travel reimbursements.
- Processing and disbursing all monthly payments for all invoices.
- Preparing and reviewing vouchers for payment, and ensuring accuracy and appropriateness.
- Acting as a liaison for the office with experts, and vendors.
- Other duties as assigned.

COMPENSATION & BENEFITS

- \$62,630 - \$118,069
- 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 **February 23, 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: **“2024-03 Personnel/Financial Administrator”**.

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. 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 _____