



FEDERAL PUBLIC DEFENDER

Northern District of Ohio



ADMINISTRATIVE OFFICER (AdO)

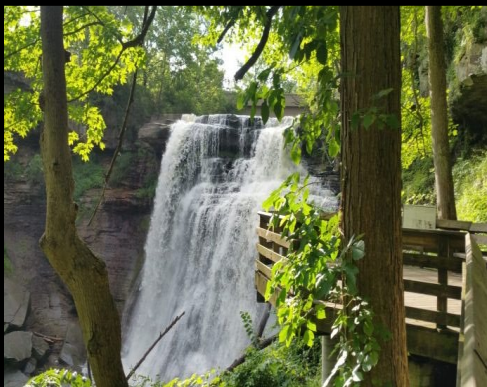
\$80,743 – \$147,493

Plus Excellent Benefits

Apply by

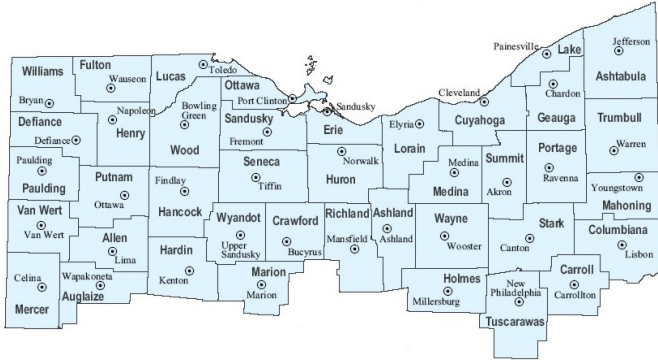
September 10, 2021

(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.



The AdO is a one-of-a-kind position within the defender organization. We are looking for a leader who can act independently and who understands the challenges associated with managing and providing administrative support to four fully staffed branch offices and a Capital Habeas Unit. If you possess strong interpersonal and leadership skills and enjoy challenges, this is the right position for you!

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.



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, 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. 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. Caseloads range from petty offenses, to multi-defendant drug conspiracies, sophisticated computer crimes, terrorism, and smuggling cases.

The AdO will be primarily based in the Cleveland office but will also travel, providing support in the Akron, Youngstown, and Toledo branch offices.

WHO YOU ARE

You are a trusted and reliable individual with a heart for public service. 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 guided in your work by your ethical and moral standards and your sense of integrity. No detail is too small for your attention. You understand and value the critical role of administrative analysis, financial management, personnel administration, supervision and training, space and facilities management, equipment, telecommunications, and office automation management, as well as property, records and procurement management. When you don't understand something or don't have an answer to a question you pursue self-education and seek assistance until you do. You are a self-starter, an innovative thinker who doesn't just identify problems,

but also identifies solutions to those problems. You are a well-organized person who can handle multiple tasks at once. You are "customer oriented." You treat your co-workers with respect, recognizing that not everyone understands administrative rules and regulations like you do. You are candid in your advice, but respectful of others. You harness all these skills and apply your creativity 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 THE ADO

The Administrative Officer ("AdO") is a senior member of the management team directly responsible to the Federal Defender. Your responsibilities not only extend to the day-to-day administrative and support needs of our four staffed branch offices (Cleveland, Toledo, Akron, and Youngstown), but also include providing administrative support to attorneys and staff actively engaged in trial work at all four locations. Your responsibilities include but are not limited to:

- Planning, directing, managing, and organizing all matters related to office and personnel administration for a growing staff of 44 employees.
- Analyzing management issues for the organization, identifying issues, and developing analytical methods and policies to address those issues.
- Providing analysis on the potential impact of new legislation, policies, and regulations on office resources, and developing short- and long-term plans to ensure effective office operations in response.
- Maintaining, auditing, and regularly updating a system of internal controls to ensure proper segregation of duties for financial, procurement and property management, and personnel functions.
- Providing friendly and patient leadership, coaching, and regular communications with the entire staff on administrative, financial, personnel and other relevant matters.





- Serving as the Defender's liaison on all administrative matters with various divisions and leaders in the Administrative Office of the U.S. Courts, the Human Resources Division, the GSA and other federal agencies, and with leaders in the Circuit and District Courts.
- Interacting with vendors, contractors, and expert witnesses from the private sector.
- Implementing and regularly update office security measures and developing on-site employee safety programs.
- Managing, controlling, disbursing, and accounting for a multimillion-dollar budget in compliance with the general policy guidelines of the Defender Services Office and the Administrative Office of the U.S. Courts.
- Advising the Defender on matters of recruitment, selection, evaluation and hiring of staff, including classification of employees, compensation, benefits, evaluation of employee performance, grievance procedures, EEO procedures, and implementing personnel policies and procedures in conformity with relevant rules, regulations, and statutes for the organization.
- Ensuring continued adherence to federal and local procurement policies and procedures and keeping the defender current on these matters.
- Regularly traveling the district to ensure the administrative, support and financial needs in all branch offices are being met.
- Staying current in your field by identifying and participating in training programs, national AdO conferences and meetings, etc.
- Supervising administrative support personnel.



IDEAL CANDIDATE

Education and Experience

To qualify a person must have at least three years general experience and four years of specialized experience in the field. Some higher education from an accredited college or university, preferably with a concentration in public administration, public policy, business administration, management, or a related field, may substitute for some of the required experience. Current or prior Federal Public or Community Defender Organization experience is preferred, as is progressively more responsible administrative, technical, professional, supervisory, or managerial experience in at least one or more of the following areas: budget and finance, human resources, purchasing or procurement, and management. A Bachelors or advanced degree from an accredited college or university is also preferred. Additionally, applicants must:

- Have experience handling multiple projects at one time and the ability to see these projects through to successful conclusion.
- Have demonstrably good communication skills and the ability to maintain a friendly, open, demeanor during periods of increased demand.

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

- Leadership and management experience.
- Experience planning, managing, disbursing, and implementing a large budget.
- A working knowledge of VOIP Telephone Systems.
- Significant computer literacy skills, including experience with Microsoft Office 2016/Office 365, Microsoft Outlook, Microsoft Teams, SharePoint, Adobe Acrobat, Word, Excel, and PowerPoint.



COMPENSATION & BENEFITS

- **\$80,743 - \$147,493**
- 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. All qualified candidates are strongly encouraged to apply by **September 10, 2021** (first 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: "202202 Administrative Officer".

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 yes, 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

For questions 11, 12, and 13, 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.

11. 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)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If yes, provide in Section 19 the date, explanation of violation, place of occurrence, and name/address of police dept or court.
12. 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 19 the date, explanation of violation, place of occurrence, and name/address of military authority or court.
13. Are you now under charges for any violation of law?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If yes, provide in Section 19 the date, explanation of violation, place of occurrence, and name/address of police dept or court.
14. 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 19 the date, explanation of problem, reason for leaving, and employer's name/address.
15. 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 19 the type, length, and amount of delinquency/default, and steps being taken to correct the error/repay the debt.

EDUCATION

16. a. Do you have a high school diploma or G.E.D. equivalent?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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b. Name and location of colleges or universities attended <i>(including law schools)</i>	Dates Attended	Credit Hours		Degree <i>(include major if applying for law enforcement position)</i>	Date Received	Grade Point Average and/or scholastic standing
		Quarter	Semester			

16. 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

17. 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

18. 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

19. 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		

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 _____