



**FEDERAL PUBLIC
DEFENDER**
Northern District of Ohio



IS LOOKING FOR HIGHLY SKILLED
PARALEGALS
FOR OUR BRANCH OFFICES IN
**AKRON, CLEVELAND, AND
YOUNGSTOWN**

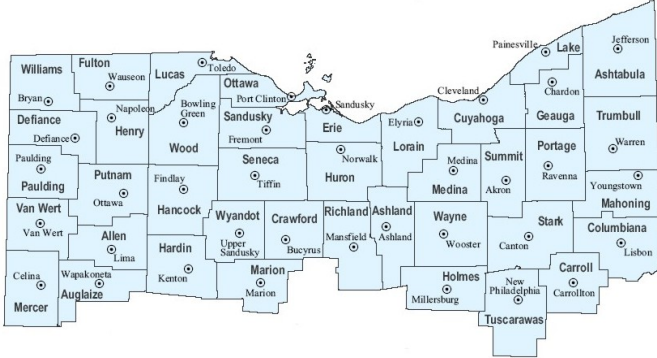
\$64,649 - \$113,458

Plus Excellent Benefits
Salary heavily dependent on prior experience and location
For Preferential Consideration, Apply By
October 15, 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.



Our Paralegals are key members of the representational team, providing a full range of services to staff and attorneys, including legal research, writing, case preparation, discovery management, file and records management, drafting and filing of pleadings, client and witness contact, and litigation support. If you possess strong interpersonal and organizational 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.

Multiple positions will be filled from this advertisement, as there are vacancies in the Akron, Youngstown, and Cleveland 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 value the critical role the Paralegal plays in providing caring, compassionate, and effective criminal defense representation to the indigent. 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 treat your co-workers with respect. 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 PARALEGAL

The Paralegal is an important member of the representational team, working directly with attorneys, clients, witnesses, court personnel, and other participants in the process to ensure that each client receives the best criminal defense possible. 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.
- General administrative and other office front-facing/receptionist responsibilities.





IDEAL CANDIDATE

Education and Experience

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.
- 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.



COMPENSATION & BENEFITS

➤ **\$64,649 - \$113,458**

(Dependent on education and years of relevant experience consistent with federal guidelines and regulations)

- Health & Life Insurance
- FERS Retirement
- Social Security
- Thrift Savings Plan
- Transit Subsidy Voucher
- 12 Holidays
- Annual Leave
- Sick Leave

HOW TO APPLY

All qualified candidates are strongly encouraged to apply by **October 15, 2021** (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: "202203 Paralegal".



NOTICE

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.

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? YES NO If no, give the Country of your citizenship _____

8. a. Were you ever a federal civilian employee? YES NO If yes, give highest civilian grade: _____ / _____ / _____
Pay Plan Grade Step

b. Are you receiving a federal civilian annuity payment? YES NO

c. Are you receiving federal severance pay? YES NO If yes, give former agency contact/telephone: _____

d. Have you received a federal separation incentive payment in the past 5 years? YES 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? YES NO If yes, give their names, positions, and relationships to you. _____

10. Have you ever served on active duty with the military? YES 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)* YES 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? YES 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? YES 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? YES 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)).* YES 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? YES NO

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 _____