POSITION ANNOUNCEMENT

201901 CLERICAL ASSISTANT – YEAR AND A DAY APPOINTMENT
CAPITAL HABEAS UNIT

The Office of the Federal Public Defender for the Northern District of Ohio announces an immediate opening for a full time Clerical Assistant in its Capital Habeas Unit ("CHU") located in the main office in Cleveland, Ohio. This appointment is for a year and a day. In accordance with the Criminal Justice Act ("CJA"), the office of the Federal Public Defender provides representation to individuals in federal criminal cases who are financially unable to retain counsel. Individuals hired for this position will represent indigent prisoners who have been sentenced to death in state court in federal capital habeas corpus proceedings in the United States District Court for the Northern District of Ohio, The United States Court of Appeals for the Sixth Circuit, and the Supreme Court of the United States.

Requirements: Applicants must be able to provide clerical support services to the staff including back-up receptionist duties; must be efficient at Microsoft Office products; at least two (2) years of progressively responsible experience in a law office; a general understanding of the courts systems, specifically state court proceedings. A knowledge of the federal court would be a bonus.

Selection requirements. Appointment is provisional based on the successful completion of a background security investigation which includes fingerprinting. Applicants must be a U.S. citizen or permanent resident seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so.

Salary and Benefits. The salary is commensurate with experience at the Judiciary Salary Plan Grades of 6 up to 7. This is a full time appointment for a year and a day in the excepted service and does not carry the tenure rights of the competitive Civil Service. The position does include regular Government employment benefits including health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit). All positions are at will and are subject to the availability of funds.

How to Apply. The method of application for individuals who meet these qualifications is by e-mail. Include as attachments: (1) a letter of interest; (2) a resume highlighting relevant experience and contact information for at least three references; and (3) a completed AO 78. Send these documents in .pdf format to:

OHN_Employment@fd.org
Subject Line: CHU Clerical Assistant
Representing those most vulnerable and in need of dedicated, compassionate, and diverse legal assistance, the Office of the Federal Public Defender is an Equal Opportunity Employer. Women and minorities are strongly encouraged to apply.

Multiple positions may be filled with this posting. All applications must be received no later than the close of business August 16, 2019. Due to the anticipated volume of responses, only those candidates selected for interview will be contacted. Please no inquires.

8/16/2019 UPDATE: APPLICATION DEADLINE EXTENDED TO SEPTEMBER 13, 2019.