



# FEDERAL PUBLIC DEFENDER NORTHERN DISTRICT OF OHIO

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*Stephen C. Newman*  
Federal Public Defender

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*617 Adams Street*  
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*Thomas D. Lambros Federal Building and  
United States Courthouse*  
125 Market Street  
Youngstown, Ohio 44503-1780  
Phone: 330-746-6399  
Fax: 330-746-6391  
(By Appointment Only)

## **POSITION ANNOUNCEMENT**

### **2021-02 PARALEGAL – YEAR AND A DAY APPOINTMENT**

#### **CLEVELAND, OHIO**

The Office of the Federal Public Defender for the Northern District of Ohio announces a term position for an opening for a **Paralegal**. This is an appointment for one year and one day and will be located in Cleveland, Ohio. If the appointment continues beyond a year and a day, it will be converted to full time permanent and relocated to Youngstown, Ohio with the establishment of a staffed branch office.

Our mission in the Office of the Federal Public Defender, Northern District of Ohio is to zealously represent indigent citizens in order to preserve, protect and defend the principle of equal justice for all. 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.

**Responsibilities.** The Paralegal will assist in all aspects of case preparation including: calculating deadlines and maintaining a deadline calendar; managing and maintaining paper and digital case files; formatting and proofreading appellate briefs and related motions; creating Tables of Contents and Tables of Authorities; filing motions and briefs using the federal court CM/ECF system; gathering, organizing, and assembling appendices; communicating professionally with clients, families, the court, and other institutions to arrange phone calls. Duties also include collecting and organizing documents, filing, photocopying, scanning/OCRing, and binding briefs. Other administrative/secretarial tasks may also be required.

**Qualifications.** Personal computer and advanced word processing skills are required. Applicants must also have strong organizational, analytical and research skills, and have the ability to work both independently and as part of a team. Applicants must also have some experience in complex civil or criminal litigation, and be able to write clearly and communicate interrelated concepts and ideas effectively. A Paralegal Certificate, a Bachelor's degree or an Associate's degree in Paralegal Studies from an accredited school is required. Attention to detail, meticulous time & record-keeping and excellent communication and interpersonal skills are essential. Candidates should have a working knowledge of legal terminology and court procedures. This position requires a working knowledge of Adobe Acrobat and Microsoft Word. Experience with other software such as Microsoft Excel, PowerPoint, Access, One Note, OneDrive, online research databases such as Lexis and Westlaw, and document management or litigation support databases such as Summation, Trial Director or CaseMap is preferred.

**Salary and Benefits.** The starting salary for the position will be set commensurate with the experience and qualifications of the applicant within the range of Judiciary Salary Plan Grade 11, Step 1 to Grade 12, Step 1. To qualify for entry level, a person must have at least three years of *general* experience and two

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years of *specialized* experience; some education may be substituted for experience. The successful candidate will be subject to a background check as a condition of employment. This position is subject to mandatory Electronic Funds Transfer (direct deposit) for payment of net pay. This position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. Benefits include ten paid holidays, a generous vacation package and retirement, as well as optional participation in: medical and life insurance programs, the Thrift Savings Plan (traditional and/or Roth accounts), supplemental dental and vision programs, long-term care, pre-tax health, dependent care, medical care and commuter reimbursement accounts, and Credit Union membership eligibility.

**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; (3) a completed AO 78; and (4) a recent writing sample not to exceed ten (10) pages. Send these documents in .pdf format to:

OHN\_Employment@fd.org  
Subject line: Paralegal

The Office of the Federal Public Defender is an Equal Opportunity Employer. Women and minorities are encouraged to apply. Multiple positions may be filled with this announcement.

All applications must be e-mailed by close of business on November 6, 2020. Due to the volume of responses expected, only those invited to interview will be contacted. No inquires please.

# 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?	<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 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)</i>

### 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 16<sup>th</sup> birthday, (3) any violation of law committed before your 18<sup>th</sup> 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? <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 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? <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 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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**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 \_\_\_\_\_