



FEDERAL PUBLIC DEFENDER NORTHERN DISTRICT OF OHIO

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Stephen C. Newman
Federal Public Defender

Jacqueline A. Johnson
First Assistant Federal Defender

Branch Offices

Akron Centre Plaza
50 South Main Street, Suite 700
Akron, Ohio 44308-1830
Phone: 330-375-5739
Fax: 330-375-5738

617 Adams Street
Toledo, Ohio 43604-1419
Phone: 419-259-7370
Fax: 419-259-7375

*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

2021-04 PARALEGAL

CLEVELAND, OHIO

Deadline 06/01/2022

The Office of the Federal Public Defender for the Northern District of Ohio announces a full-time position for an opening for a **Paralegal**. Multiple positions will be filled from this advertisement, as there are vacancies in the Akron, Youngstown, and Cleveland branch offices.

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. 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.

Qualifications. 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

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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.

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 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. All qualified candidates are strongly encouraged to apply by June 1, 2022 (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: "202204 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 June 1, 2022. Due to the volume of responses expected, only those invited to interview will be contacted. No inquires please.