

**OFFICE OF THE FEDERAL PUBLIC DEFENDER
SOUTHERN DISTRICT OF OHIO**

10 West Broad Street, Suite 1020
Columbus, OH 43215

**Position Announcement – Assistant Paralegal for Trial Unit
17-007**

The Federal Public Defender for the Southern District of Ohio is accepting applications for the position of Assistant Paralegal to be stationed in our Columbus office. The Federal Public Defender, a branch of the U.S. Courts operates under the authority of the Criminal Justice Act, 18 USC 3006A, to provide defense services to indigent persons in federal criminal cases and related matters in the federal courts.

Duties: Provide assistance in the representation of federally charged indigent clients in federal court proceedings. Duties include, but are not limited to, general case preparation, maintenance of case files, participation in case management functions, calendar and docket control, assisting in preparation and filing of pleadings, document retrieval, maintenance of office library and brief bank. Must be able to assist multiple lawyers and provide telephone backup.

Requirements: Candidates must have at least a high school diploma, plus prior legal secretary experience. Some paralegal training preferred. Candidates must also be self-starters, dependable, organized, enterprising, creative, and able to work independently and well under the pressure of deadlines. Attention to detail and multi-tasking abilities are essential. Candidates must have good oral and written communication skills and be strong interpersonal skills. Fluency in Spanish is a plus. Computer literacy and experience with Word is required, and some familiarity with Summation, CaseMap, Trial Director, dtSearchFor (similar to ISYS), Adobe Acrobat, Microsoft Access and Microsoft Excel is helpful but not required. Criminal defense work, federal court experience, and trial preparation experience is helpful but not required. A reliable vehicle and a valid driver's license is required, as some travel may be necessary.

Salary and Benefits: Starting salary will be commensurate with the experience and qualifications of the applicant. This position is excepted service and does not carry the tenure rights of the competitive Civil Service. The position does offer federal government employment benefits including health and life insurance, retirement and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

Conditions of Employment: All application information is subject to verification. Appointment to the position is contingent upon a background investigation including an FBI fingerprint check. Employees of the Federal Defender are members of the judicial branch of government; they are considered 'at will' and can be terminated with or without cause.

Application Information: Qualified applicants should send a letter of interest, current detailed resume and references in **PDF format** to OHS_employment@fd.org. Applications will be accepted until the position is filled.

The Federal Public Defender, Southern District of Ohio is an equal opportunity employer. Women, minorities and individuals with disabilities are encouraged to apply. The FDO provides reasonable accommodations to applicants with disabilities. The decision on granting reasonable accommodations will be made on a case by case basis. One or more applicants may be selected from this posting. This position is subject to the availability of funds.