

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

10 West Broad Street, Suite 1020
Columbus, OH 43215

**LEGAL ASSISTANT – CAPITAL HABEAS UNIT
Position Announcement 19-001**

The Federal Public Defender for the Southern District of Ohio is accepting applications for the position of Legal Assistant for the Capital Habeas Unit to be stationed in the 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. The Capital Habeas Unit represents state death sentenced individuals in federal habeas and state clemency proceedings.

Duties: This Legal Assistant will provide secretarial and clerical support to multiple attorneys; maintain attorneys' calendars of court hearings and filing deadlines; answer general telephone inquiries regarding attorneys' activities; maintain case files; prepare legal documents, briefs, and general correspondence; review outgoing documents for accuracy. Other basic clerical duties may include word-processing, record keeping, scheduling, maintaining calendars, voucher-processing, filing, photocopying, routing mail, answering and routing telephone calls, running documents to the courthouse.

Requirements: To qualify for the Legal Assistant position, a person must be a high school graduate, or equivalent, and have at least four years of legal assisting experience. Law office experience is preferred. Some higher education may be substituted for experience. All candidates must be proficient with the use of a personal computer, with an emphasis in Microsoft Office, and Adobe. Experience with software such as dtSearchFor (similar to ISYS), CaseMap, and Trial Director is a strong plus. Advanced word-processing skills and the demonstrated ability to analyze and apply relevant policies and procedures are required. A reliable vehicle and a valid driver's license is required, as some local travel will be necessary.

A successful candidate will possess excellent communication and interpersonal skills and will be self-motivated and capable of working in a high-demand, high-volume law office. The successful candidate will also have a demonstrated work history of dependability and responsibility, and the ability to be a team player. Employment is subject to a satisfactory background investigation, including but not limited to an FBI name and fingerprint check.

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 submit a letter of interest outlining experience, resume, and three professional references, in PDF format, to OHS_employment@fd.org. This position will be open until 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.