

Office of the
FEDERAL PUBLIC DEFENDER
NORTHERN DISTRICT OF OHIO

Skylight Office Tower • Suite 750 • 1660 West Second Street • Cleveland, Ohio 44113-1454
Phone: 216-522-4856 • Fax: 216-522-4321 • Website: www.fpd-ohn.org

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
Second Floor
Toledo, Ohio 43604-1433
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)*

AVAILABLE POSITIONS

Investigator

Page 2

Legal Secretary

Page 3

AO-0078

Application for Judicial Branch Federal Employment

Pages 4-8

Office of the
FEDERAL PUBLIC DEFENDER
NORTHERN DISTRICT OF OHIO

Skylight Office Tower • Suite 750 • 1660 West Second Street • Cleveland, Ohio 44113-1454
Phone: 216-522-4856 • Fax: 216-522-4321 • Website: www.fpd-ohn.org

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
Second Floor
Toledo, Ohio 43604-1433
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)*

ANNOUNCEMENT OF JOB POSTING

INVESTIGATOR POSITION

The Office of the Federal Public Defender for the Northern District of Ohio is now accepting applications for the position of criminal defense investigator to work in the Toledo, Ohio branch office. This is permanent full-time employment in the Judicial Branch of the federal government. Most of the work is expected to take place in Toledo area (Western Division); however, some travel to and work in the Cleveland and Akron areas (Eastern Division) should be anticipated.

The Federal Public Defender operates under authority of the Criminal Justice Act, Title 18 U.S.C. § 3006A, to provide defense services in criminal cases and related matters in federal courts. It carries out its mission of defending indigent individuals across the entire Northern District of Ohio through its offices in Cleveland, Toledo, Youngstown, and Akron.

Requirements: Must be a high school graduate. A bachelor's degree is preferred. A minimum of six years of experience in a field relating to the development of investigative skills is required, including: personal communication and interviews, discriminate following of leads; collection and organization of facts; contacting and interviewing forensic experts; and preparation of reports. Included within the six years or more of total experience should be at least three years of specialized experience in criminal investigation or in a closely related field. A candidate should also have a commitment to providing high-quality criminal defense representation to indigent persons. A bachelor's degree from an accredited college may substitute for some experience requirements. Computer proficiency is required, as is a reliable personal vehicle, since travel (with mileage reimbursement) is routinely necessary. Fluency in Spanish a plus. Applicant must be a U.S. citizen or eligible to work in the United States. The selected candidate will be subject to fingerprinting as a condition of employment. This position is subject to mandatory electronic transfer of net pay (direct deposit).

How to Apply: Qualified persons may apply by submitting a letter of interest, resume, a completed AO-0078 Application for Judicial Branch Federal Employment, and a list of three references to:

Office of the Federal Public Defender
Attn: Investigator Position
1660 W. 2nd Street, Ste 750
Cleveland, Ohio 44113

Applications must be postmarked by **March 12, 2010**. This is a re-posting of the position initially noticed in 2009. No phone calls and no e-mail submissions. EOE

Office of the
FEDERAL PUBLIC DEFENDER
NORTHERN DISTRICT OF OHIO

Skylight Office Tower • Suite 750 • 1660 West Second Street • Cleveland, Ohio 44113-1454
Phone: 216-522-4856 • Fax: 216-522-4321 • Website: www.fpd-ohn.org

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
Second Floor
Toledo, Ohio 43604-1433
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)*

ANNOUNCEMENT OF JOB POSTING

Legal Secretary — Capital Habeas Unit

The Office of the Federal Public Defender for the Northern District of Ohio announces an immediate opening for a **LEGAL SECRETARY** to be situated in our capital habeas unit located in Cleveland. In accordance with the Criminal Justice Act, the FPD provides representation to individuals in federal criminal cases who are financially unable to retain counsel. The capital habeas unit focuses on the representation of death-sentenced prisoners. The successful applicant will serve as legal secretary to the capital habeas unit, to include the full range of secretarial duties expected in a law practice. In addition, the successful applicant will be able to provide paralegal assistance to the unit. Accordingly, general familiarity with motions, briefs and other legal documents, excellent proofreading skills including an ability to examine documents for accuracy and completeness, and excellent filing and organization skills are required.

Applicants must have a high school diploma or equivalent, excellent communication, organizational and computer skills, and a minimum of three years experience as a legal secretary proficient in Word Perfect and similar office tools. Knowledge of the state and federal court system and criminal process is helpful, including a familiarity with post-conviction legal proceedings. Above all, applicants must have a strong commitment to assisting others in providing first-rate representation to indigent persons in proceedings under criminal law.

This is a full-time position with federal salary and benefits based on qualifications and experience. Employees are considered at-will, and are not covered by the Civil Service Reform Act. Electronic funds transfer of net pay is required. This position carries certain federal government employment benefits, including health and life insurance, retirement, and the Thrift Savings Plan. Employment is provisional pending the successful completion of a required background check.

Qualified persons may apply by submitting a letter of interest, resume, a completed AO-0078 Application for Judicial Branch Federal Employment and a list of three references to:

Office of the Federal Public Defender
ATTN: Legal Secretary/CHU
1660 W. 2nd Street
Skylight Office Tower, Suite 750
Cleveland, Ohio 44113

All applications must be postmarked by **March 2, 2010**. No telephone or email inquiries please. EOE.

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	(If selected, 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)

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 16th birthday, (3) any violation of law committed before your 18th 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 10 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 10 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 10 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	If yes, Date of Completion _____
--	--	----------------------------------

b. Name and location of colleges or universities attended (<i>including law schools</i>)	Dates Attended	Credit Hours		Degree	Date Received	Grade Point Average and/or scholastic standing
		Quarter	Semester			

16. c. Other schools or training attended (*list name/location of school, dates attended, subject studied, certificates received, and other pertinent data*):

JOB RELATED SKILLS, AWARDS, SPECIAL ACCOMPLISHMENTS

17. List any skills (e.g., language, computer, keyboarding speed), honors, awards, or special accomplishments (e.g., memberships in professional/honor societies, leadership activities, performance awards) that you believe are relevant to your ability to perform the job:

APPLICANTS FOR LEGAL POSITIONS

18. a. Are you admitted to the Bar? YES NO If yes, list the Bar(s) to which admitted and date(s) of admission. If no, skip to 18b. _____
- Is your Bar membership ACTIVE INACTIVE _____
- b. What was your scholastic standing in law school? UPPER ½ UPPER ⅓ UPPER ¼
- c. Were you a member of an editorial board of law review or a moot court participant? YES No

19. REMARKS (*Use this space for continuation of answers. List the item number being explained.*)

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 (mm/dd/yyyy) From: _____ To: _____		Number of hours worked per week:	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Pay Plan/Grade (If in federal Service)	Place of Employment City _____ State _____
Name and Address of Employer (firm, organization, etc.) Business Telephone: (Area Code and Phone Number)			Name and Title of Immediate Supervisor
Reason for Leaving			
Description of Work			

B

Dates of Employment (mm/dd/yyyy) From: _____ To: _____		Number of hours worked per week:	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Pay Plan/Grade (If in federal Service)	Place of Employment City _____ State _____
Name and Address of Employer (firm, organization, etc.) Business Telephone: (Area Code and Phone Number)			Name and Title of Immediate Supervisor
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 Address of Employer (<i>firm, organization, etc.</i>) Business Telephone: (<i>Area Code and Phone Number</i>)			Name and Title of Immediate Supervisor
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 Address of Employer (<i>firm, organization, etc.</i>) Business Telephone: (<i>Area Code and Phone Number</i>)			Name and Title of Immediate Supervisor
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 _____