

# OFFICE OF THE FEDERAL PUBLIC DEFENDER SOUTHERN DISTRICT OF OHIO

10 West Broad Street, Suite 1020  
Columbus, OH 43215

## Position Announcement

17-002 - Assistant Paralegal for Capital Habeas Unit

The Federal Public Defender for the Southern District of Ohio is accepting applications for the position of Assistant Paralegal 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:** The Assistant Paralegal is an important part of the litigation team that assists prisoners in all stages of federal capital habeas corpus and clemency proceedings. Duties include providing litigation support on complex cases, gathering, organizing and analyzing records relating to the offense and client's life history; supporting/conducting investigations; assisting in the development and presentation of mitigation evidence; and attending evidentiary and clemency hearings. The Assistant Paralegal is also expected to synthesize information about each case and assist in the development of further investigative and litigation approaches.

**Requirements:** Applicants must be self-starters, dependable, organized, enterprising, creative, and able to work independently and well under pressure of deadlines. The ability to understand and manage complex factual and legal issues and strong analytical abilities are required. Attention to detail and multi-tasking abilities are essential. Candidates must have strong interpersonal skills and solid oral and written communication skills. Computer literacy and experience with Word, CaseMap, ISYS, Adobe Acrobat, Microsoft Access and Microsoft Excel is helpful but not required. A reliable vehicle and a valid driver's license is required, as some travel may be necessary.

Candidates must have at least a high school diploma with some paralegal training preferred. Candidates should possess a commitment to social justice and/or indigent defense. Capital and/or federal habeas experience or paralegal experience in other complex areas of the law are preferred. Experience in social work and/or mental health is helpful.

**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](mailto: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.*