

OFFICE OF THE FEDERAL PUBLIC DEFENDER SOUTHERN DISTRICT OF OHIO

250 East Fifth Street, Suite 350
Cincinnati, OH 45202

Position Announcement – Trial Paralegal 17-003

The Federal Public Defender for the Southern District of Ohio is accepting applications for the position of Trial Paralegal to be stationed in the Cincinnati office. The Federal Public Defender operates under the authority of the Criminal Justice Act (CJA), 18 U.S.C. §3006A, to provide defense services for indigent persons in federal criminal cases and related matters in the federal courts.

Requirements: The successful applicant MUST have

1. a four-year college degree and paralegal certificate,
2. three years of paralegal experience,
3. strong analytical abilities with experience in organization, review, analysis and presentation of complex cases or cases with extensive discovery,
4. computer experience which includes proficiency in litigation support, databases, and case management software, with the ability to review different formats of electronic discovery,
5. trial preparation experience,
6. good interpersonal skills as well as oral and written communication skills,
7. ability to deal with many different types of people, resourcefulness, creativity, initiative, drive, tact and discretion.

Criminal defense work AND federal court experience is helpful but not required. Knowledge of Adobe, Word, Excel, dtSearchFor (similar to ISYS), CaseMap, and Trial Director is a strong plus. A reliable vehicle and a valid driver's license is required, as travel will be necessary.

Duties: This position includes but is not limited to

1. Providing case management support on complex cases,
2. Assisting in development and presentation of evidence in court proceedings,
3. Litigation support at evidentiary hearings and trials,
4. Assisting in imaging and OCRing of paper documents,
5. Objective and subjective coding and/or forensic analysis of case material, loading ESI materials into a repository/database, using "analytic" software tools and native formats,
6. Reviewing and analyzing discovery and other case documentation,
7. Identifying, locating and gathering records,
8. Obtaining and verifying documents and evidence,
9. Assisting attorneys in trial, hearings and sentencing preparations.

The successful candidate will be subject to a background check as a condition of employment, and additional government clearance could be needed for some cases.

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).

How to Apply: Qualified persons may apply by submitting a letter of interest outlining experience, resume, and two work references in PDF format to OHS_employment@fd.org. 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. This position is subject to the availability of funds.