

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

1 South Main Street, Suite 490
Dayton, OH 45402

**LEGAL ASSISTANT – TRIAL UNIT
Position Announcement 21-001**

The Federal Public Defender for the Southern District of Ohio is accepting applications for the position of Legal Assistant for the Trial Unit, in the Dayton 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: This Legal Assistant will provide secretarial and clerical support to multiple attorneys; maintain attorneys' calendars of court hearings and filing deadlines; answer incoming calls and handle general telephone inquiries from clients, attorneys, judges, and court personnel; handle and distribute incoming mail and process outgoing mail; and open and close case files and maintain physical and electronic files. The Legal Assistant will also perform administrative duties such as ordering supplies, transcripts and records, including entering purchase orders and travel vouchers into the financial accounting system. The Legal Assistant will assist attorneys with preparations for misdemeanor cases and Veterans' Court, and may at times assist paralegals and investigators with general correspondence, obtaining records, reviewing documents for accuracy, trial preparation, and running documents to the courthouse. Other duties will be assigned as needed.

Requirements: To qualify for the Legal Assistant position, an applicant must be a high school graduate, or equivalent, and have at least four years of legal assisting experience. A college degree is preferred and may be substituted for some 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 offers 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, 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 FPDO provides reasonable accommodations to applicants with disabilities. This position is subject to the availability of funds.