

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

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**ADMINISTRATIVE & CASE MANAGEMENT ASSISTANT – TRIAL UNIT
Position Announcement 21-003**

The Federal Public Defender for the Southern District of Ohio is accepting applications for the position of Administrative & Case Management Assistant for the Trial Unit, in the Cincinnati 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 Administrative & Case Management Assistant will provide clerical and administrative support to multiple attorneys and the Administrative Officer. Duties will include maintaining attorneys' calendars of court hearings and filing deadlines; opening and closing case files and maintaining physical and electronic files. The Administrative & Case Management Assistant will also serve as the point of contact and coordinator of the District's Criminal Justice Act (CJA) panel, including contacting private attorneys to schedule appearances at court hearings and maintaining associated files and data. The Administrative & Case Management Assistant will also perform procurement duties in compliance with federal and local procurement practices and procedures for the district, including professional contract services, supplies and other items/services as requested.

In addition to the duties listed above, the Administrative & Case Management Assistant will also assist attorneys, paralegals and investigators with preparations for court hearings, correspondence, obtaining records, and reviewing documents. The Administrative & Case Management Assistant will also handle and distribute incoming mail and process outgoing mail, as well as answer incoming calls and general telephone inquiries from clients, attorneys, judges, and court personnel. Other duties will be assigned as needed.

Requirements: To qualify for the Administrative & Case Management Assistant position, an applicant must be a high school graduate, or equivalent, and have at least four years of legal assisting and/or case management experience in a law office. 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 (especially Word and Excel), and Adobe. 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.

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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.