

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

10 West Broad Street, Suite 1020  
Columbus, OH 43215

**CAPITAL HABEAS UNIT PARALEGAL - Limited Term Position  
Position Announcement 21-005**

The Federal Public Defender for the Southern District of Ohio is accepting applications for the position of 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 Paralegal will provide assistance in the representation of death sentenced clients in federal habeas corpus proceedings and state clemency proceedings. Duties include, but are not limited to, word processing support, litigation support (both in and out of court), case preparation, maintenance of large volumes of case files, including organizing, indexing and digitizing the case files, reviewing and organizing various formats of electronic discovery, indexing discovery, evidence, and exhibits, locating and retrieving documents, information, and records from outside sources, client communication, and assisting with field investigations and client support.

**Requirements:** To qualify for the paralegal position an applicant must have an associate's degree in paralegal studies AND a paralegal certificate, as well as at least 4 years of general paralegal experience (experience with criminal defense is preferred), or equivalent qualifications. The position requires strong analytical abilities with experience in organization, review, analysis and presentation of complex cases or cases with extensive discovery. Applicants must be proficient in the use of Microsoft Office, Adobe, and other litigation support and case management software, and databases. Experience and knowledge of CaseMap is preferred.

The successful candidate will have strong written, oral, and interpersonal communication skills. They will be motivated, creative, resourceful and able to work with different types of people and personalities with tact, discretion, and compassion. Criminal defense work and federal court experience is helpful but not required. A reliable vehicle and a valid driver's license is required, as travel will be necessary.

**Salary and Benefits:** Starting salary will be commensurate with the experience and qualifications of the applicant. This position is a **limited one-year appointment** 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 Public 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 outlining experience, resume, and three professional references in PDF format to [OHS\\_employment@fd.org](mailto:OHS_employment@fd.org). This position will be open until filled.

***The Federal Public Defender, Southern District of Ohio (FPD) is an equal opportunity employer. Women, minorities and individuals with disabilities are encouraged to apply. The FPD 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.***