

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

10 West Broad Street, Suite 1020  
Columbus, OH 43215

**PARALEGAL – CAPITAL HABEAS UNIT  
Position Announcement 23-005**

The Capital Habeas Unit of the Federal Public Defender for the Southern District of Ohio represents individuals sentenced to death in federal habeas proceedings and every subsequent stage of available judicial proceeding. We are accepting applications for a paralegal in our Columbus office.

**Duties:** Paralegals are essential to our representation of death sentenced clients in federal habeas corpus proceedings, clemency proceedings, and other post-conviction proceedings. The duties of a paralegal in our unit include, but are not limited to:

- Organizing, digitizing, and indexing large case files that include discovery, trial files, records, transcripts, and exhibits.
- Reviewing and organizing various formats of electronic discovery
- Creating and maintaining databases
- Requesting and reviewing records and identifying essential case evidence
- Locating and retrieving documents and information from outside sources and agencies
- Client communication and support
- Litigation support (both in court and out of court)
- Word processing support including creating tables, formatting documents, preparing exhibits, and combining documents for filing
- Assisting with field investigations

**Requirements:**

- An associate degree in paralegal studies and a paralegal certificate
- At least four years of general paralegal experience or equivalent qualifications
- Strong organization and analytical skills
- Robust time management skills - the paralegal will be required to balance multiple complex cases
- Outstanding written, oral, and interpersonal communication skills. We are looking for someone who is motivated, creative, resourceful and able to work with different types of people and personalities with tact and compassion.
- Proficient with Microsoft Office and Adobe.

Experience with other litigation support software, case management software or databases is highly preferred. Criminal defense work and federal court experience are helpful but not required. A reliable vehicle and a valid driver's license are required, as travel may be necessary.

**Salary and Benefits:** The starting salary for this position will be based on the experience and qualifications of the selected candidate. This position offers generous federal government employment benefits including health, dental, vision, and life insurance, retirement benefits, flexible spending accounts, vacation leave, sick leave, occasional telework, and paid office parking.

**Application Information:** Qualified applicants should submit a letter of interest outlining experience, a 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.

**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” employees meaning they can be terminated with or without cause. The position is does not carry the tenure rights of the competitive Civil Service. Salary is payable only by direct deposit.

***The Federal Public Defender for the Southern District of Ohio is an equal opportunity employer. We are an inclusive office and seek applications from a diverse group of qualified individuals. We provide reasonable accommodations for applicants with disabilities.***