



FEDERAL PUBLIC DEFENDER SOUTHERN DISTRICT OF OHIO

Natalie Olmstead
CHU Chief

Joseph Medici
Federal Public Defender
OFFICES

Richard Monahan
First Assistant

COLUMBUS | 10 West Broad Street, Suite 1020 • Columbus, Ohio 43215 • 614-469-2999
CINCINNATI | 250 East 5th Street, Suite 350 • Cincinnati, Ohio 45202 • 513-929-4834
DAYTON | 1 South Main Street, Suite 490 • Dayton, Ohio 45402 • 937-225-7687

DOCKETING CLERK Position Announcement 24-007

THE OPPORTUNITY

The Federal Public Defender for the Southern District of Ohio is accepting applications for the position of Docketing Clerk in the Columbus and Cincinnati Offices.

The Docketing Clerk will provide clerical and administrative support to multiple attorneys and paralegals. Duties will include opening and closing case files and maintaining physical and electronic files; checking for conflicts between incoming cases and existing cases; calendaring and docketing court dates, hearings, and filing deadlines; answering incoming calls and handling general telephone inquiries from clients, attorneys, judges, court personnel, and the public; and handling and distributing incoming mail and processing outgoing mail. The Docketing Clerk will also assist attorneys, paralegals and investigators with preparations for court hearings, correspondence, obtaining records, and reviewing documents. Additionally, this position will serve as the point of contact and coordinator of the district's Criminal Justice Act (CJA) panel, which will involve contacting private attorneys to schedule appearances at court hearings and maintaining associated files and data. The Docketing Clerk will also be responsible for maintaining the case management database, including data collection, data entry, running reports and analyzing regular and ad hoc reports. Other duties will be assigned as needed.

ABOUT US

The Federal Public Defender, a branch of the U.S. Courts, operates under the authority of the Criminal Justice Act, 18 U.S.C. 3006A, to provide defense services to indigent persons in federal criminal cases and related matters in the federal courts.

The Office of the Federal Public Defender for the Southern District of Ohio provides the highest quality legal representation in criminal cases to persons who cannot afford to hire a private attorney. Through our Trial and Appellate Units, we represent people who have been accused of federal criminal offenses from the onset of their case, through the trial and appellate phases. Through our Capital Habeas Unit, we represent people sentenced to death in Ohio and around the country, through state and federal courts and all subsequent proceedings.

We utilize teams with interdisciplinary skill sets that ensure compassionate and comprehensive representation. We are attorneys, paralegals, investigators, office administrators, and information technology specialists who prioritize centering our representation around our clients and their needs.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

Our office values diversity, is committed to equity and inclusion, and works to foster a culture of mutual respect, collaboration, openness, and humility that honors the people we represent. We believe representation is better when members of the defense team have diverse backgrounds

and experiences. We seek team members who share that belief and commitment. We embrace the unique contributions our employees can bring to the office because of their backgrounds, social identities, and lived experiences. The FPD seeks applications from a diverse group of qualified individuals in terms of race, ethnicity, nation of origin, culture, sex, gender identity and expression, sexual identity, education, opinions, age, languages spoken, veteran status, disability, religion, and socioeconomic circumstance. We especially encourage applications from members of the BIPOC community, people who have been affected by the criminal legal system, and people from other underrepresented and historically marginalized groups.

QUALIFICATIONS

The most important qualification for any position in our office is a strong passion for helping those in need and a demonstrated willingness and ability to work collaboratively in a team environment dedicated to that goal.

Applicants for this particular position must have the following:

- Excellent attention to detail.
- Advanced skills in Microsoft Office (especially Outlook, TEAMS, Word and Excel), and Adobe are required.
- The ability to analyze and apply relevant policies and procedures is required.
- A valid driver's license is also required, and a reliable vehicle is a plus, as some local travel may be necessary.
- Excellent communication and interpersonal skills.
- Capable of working in a high-demand, high-volume law office.
- A demonstrated work history of dependability and responsibility, and the ability to be a team player.
- Possess tact and good judgment, and always maintain a professional appearance and demeanor.
- Self-starter, mature, highly organized, poised, and demonstrate initiative.

EDUCATION & EXPERIENCE

Applicants for the Docketing Clerk Position must have a High School diploma or the equivalent and have at least three years of legal assisting, paralegal, or case management experience in a law office. A paralegal certificate is preferred.

SALARY & BENEFITS

The starting annual salary for this position will be between \$62,466 and \$80,689 per year. Salary is payable only by Electronic Funds Transfer (direct deposit). The position offers federal employment benefits, including paid vacation, paid sick time, paid holidays, health insurance, life insurance, retirement plan, and participation in the Thrift Savings Plan (similar to a 401k). Part time teleworking is available, consistent with office policy, court obligations, and position duties.

HOW TO APPLY

Qualified applicants should submit a letter of interest, resume, and three professional references, in PDF format, to OHS_employment@fd.org. Applications for this position will be accepted until Monday, July 1, 2024.

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.

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.