



**STATE OF OHIO**  
 Public Defender Commission  
 250 East Broad Street - Suite 1400  
 Columbus, OH 43215  
 (614) 466-5394  
<http://opd.ohio.gov>

Invites applications for the position of:

**ASSISTANT PUBLIC DEFENDER 1**

*An Equal Opportunity Employer*

**PN:** LD20003194

**Job Type:** Full-Time, Permanent, Exempt

**Location:** Franklin County

**Promotional Bid:**

unclassified position (may include promotion, transfer or demotion)

**Job Location:** 250 East Broad Street, Columbus, Ohio 43215

**Division:** Appellate Services

**Opening Date:** Thu. 08/03/17

**Closing Date/Time:** Thu. 08/17/17 11:59 PM Eastern Time

**Pay Range:** 41

**Hours of work:** 8:00  
a.m. - 5:00 p.m.

**Salary:**

\$1,298.40 - \$3,329.60 Biweekly \$16.23 - \$41.62 Hourly

**Job Duties:** The mission of the Ohio Public Defender is to protect the rights of indigent persons through Ohio by providing quality representation and leadership in the criminal and juvenile justice systems.

The Office of the Ohio Public Defender seeks an Assistant Public Defender 1 for the Intake Section of its Legal Department. Attorneys in the Intake Section review cases for merit and respond to correspondence from inmates and other parties. Successful APD 1s in the Intake Section demonstrate a commitment to indigent defense and compassion for their clients. They also have strong analytical and interpersonal skills, a desire to expand their legal knowledge and capabilities, and the ability to accept constructive feedback.

Essential Functions:

Under the direction of the Intake Section Supervisor, the selected candidate will serve as one of three attorneys in the Intake Section. Primary duties consist of receiving and responding to written and telephonic inquiries from inmates and other parties. Responses may include providing information about Ohio law, sending pro se packets, making referrals to other entities better suited to handle the inquiry, opening case files for potential litigation by OPD, etc. Another key duty of this position consists of efforts to correct improper allocations of jail-time credit to inmates, whether through direct action or through the preparation of cases for litigation by another APD.

Additionally, the selected candidate may represent inmates before the Ohio Parole Board at full board hearings. Such representation involves interviewing the client, reviewing transcripts and court documents, preparing a written summary for the Board, and appearing at the hearing. Representation in other types of litigation, such as motion practice in the trial courts, may also be expected.

**Minimum Qualifications:** Licensed to practice law in State of Ohio pursuant to Section 4705.01 of Revised Code, &/or certified to practice law for a legal service or public defender program,

pursuant to Gov. Bar R. XI of the Supreme Court of Ohio.

**Major Worker Characteristics:** Knowledge of criminal law; judicial system & process in Ohio; supervision; policies & procedures of Ohio Public Defender Commission (e.g., standards promulgated\*; human relations; general management\*; legal counseling; interviewing; public relations. Ability to deal with many variables & determine specific action; prepare &/or review pleadings, briefs, motions & memoranda; gather collate & classify information about data, people or things; handle complex legal issues involving significant risks, personal pressure & unusual attention to detail; establish good rapport with clients & their families &/or work cooperatively with county public defenders & members of private bar; code items from one symbolic form to another; calculate fractions, decimals & percentages.

(\*)Developed after employment.

**Supplemental Information:**

This position serves at the pleasure and discretion of the State Public Defender. This position serves in a fiduciary relationship to the State Public Defender and will have an unclassified status per Ohio Revised Code 124.11(A)(9).

Intentional omission of relevant information, falsification, or misrepresentation of information on the application will disqualify the applicant. In addition, such intentional acts are grounds for immediate termination of an employee.

The final candidate selected for the position will be required to undergo a criminal background check. Criminal convictions do not necessarily preclude an applicant from consideration for a position. An individual assessment of an applicant's prior criminal convictions will be made before excluding an applicant from consideration.

**Unusual Working Conditions**

May require visits to Department of Rehabilitation and Correction (DRC) and/or Department of Youth Services (DYS) facilities. May require overnight and/or extensive travel.

**Addition Information**

A writing sample must be submitted along with your application.

**\*IMPORTANT NOTE:** If attaching a document that contains your SSN, please redact SSN before attaching it to your application.

**The State of Ohio is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, religion, age, disability or military status in employment or provision of services.**

**When contacted for an interview, an applicant who requires special accommodations, due to a disability, should notify the office so that proper arrangements can be made.**

Job #LD20003194  
Assistant Public Defender 1  
RL