



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: LD-20003192-0917

Job Type: Full-time, Permanent, Unclassified

Location: Franklin County

Promotional Bid:

unclassified position (may include promotion, transfer or demotion)

Job Location: 250 E. Broad St., Columbus, Ohio 43215

Division:

Opening Date: Fri. 09/08/17

Closing Date/Time: Fri. 09/22/17 11:59 PM Eastern Time

Pay Range: 41

Hours of work: 8:00

a.m. - 5:00 p.m.

Salary:

\$33,758.40 - \$90,958.40 Annually \$16.23 - \$43.73 Hourly

Job Duties:

The mission of the Ohio Public Defender is to protect the rights of indigent persons throughout 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 its Legal Department, Appeals and Post Convictions section. This attorney will represent indigent clients in various courts of Ohio, including trial courts, courts of appeal, and the Supreme Court of Ohio. The attorney's cases will focus primarily on appeal and post-conviction matters, as well as trial court motion practice and/or evidentiary hearings, and federal habeas corpus litigation (i.e., reviews trial transcripts; researches, analyzes, and interprets complex issues of law; conducts legal research, prepares briefs, memoranda, motions, and other pleadings subject to review; reviews drafts of pleadings, briefs, motions, and memoranda prepared by legal interns; assigns legal interns and other personnel in preparation of case files or collects data or evidence for case work; participates with other attorneys in formulation of legal strategies for particular client; renders legal advice to clients with senior attorneys through corresponding, and meets with clients to explain legal strategies and to obtain client's input and approval; assists county public defenders and members of private bar in researching complex legal issues and in preparing briefs, memoranda, pleadings, and motions; renders legal advice to county public defenders and members of private bar).

Under supervision from higher level assistant public defender, answers inquiries from indigent inmates concerning their wrongful incarceration (e.g., answers telephone calls and correspondence; initiates correspondence; reviews and researches claims; initiates legal petitions when appropriate; prepares pleadings, briefs, and memoranda; appears in court on behalf of indigent inmates). Under supervision of higher level assistant public defender prepares cases for appeal or post-conviction. May independently try cases, examine witnesses, present legal arguments and evidence, conduct pretrial conference, hearings, and plea negotiations, and conduct appeals and other post-conviction matters.

Minimum Qualifications:

Licensed to practice law in State of Ohio pursuant to section 4705.01 of Revised Code.

Note: Temporary Certification for Practice in Legal Services, Public Defender, and Law School Programs may be accepted in lieu of License to practice law in State of Ohio pursuant to Gov. Bar R. IX 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

Requires 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 #LD-20003192-0917
Assistant Public Defender 1
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