

Assistant Public Defender 1 (180002JI)

Status	Recruiter	Department
Open	LUFT-MEISTER, TAMRA	Public Defender Commission
Status Details	Hiring Manager	Primary Location
Sourcing	LUFT-MEISTER, TAMRA	United States of America > OHIO > Franklin County
Requisition Type		
Professional		
Hired Candidates		
0 out of 1		

Details

Identification

Title	Classification Title
Assistant Public Defender 1	Assistant Public Defender 1
Justification	Position Number
Backfill	20003162
Number of Openings	Underutilized Position?
1	No
<input type="checkbox"/> Validity period enabled	

User Group

User Group
Public Defender Commission

Structure

Organization

State of Ohio State of Ohio
Agency Public Defender Commission

Primary Location

Country United States of America
State OHIO
County Franklin County

Job Field

Job Function Attorney/Legal

Department PUB - Public Defender Commission

Requisition 63871 - Assistant Public Defender 1
Template

Assignment

Owners

Recruiter
LUFT-MEISTER, TAMRA H

Hiring Manager
LUFT-MEISTER, TAMRA H

Candidate Selection Workflow

Candidate Selection Workflow
Ohio CSW

Automatically reject all submissions when the requisition is filled
Yes

Automatically reject all submissions when the requisition is canceled
Yes

Compensation

Compensation
\$16.23-\$43.73

Pay Basis
Hourly

Annualization Factor
52.0

[Link to Pay Rate Table](#)

Job Information

Bargaining Unit / Exempt
Exempt

Appointment / Job Type
P: Permanent

Job Type
Permanent

Schedule
Full-time

Shift
1st Shift

Classified Indicator
Unclassified

Work Hours
8:00 AM - 5:00 PM

Job Posting Descriptions

External Description

Description - External

The Office of the Ohio Public Defender (OPD) is the state agency responsible for providing legal representation and other services to people accused or convicted of a crime who cannot afford to hire an attorney.

OPD Mission: Advocating. Fighting. Helping.

OPD Vision: A Fair Justice System.

OPD Values: Compassion, Dignity, Equity, Integrity, Service, Community.

The Ohio Public Defender ' s Office (OPD) is currently seeking an organized and dedicated attorney to serve as an Assistant Public Defender 1 in our Conditions Section of the Juvenile Department. Duties will include, but are not limited to, the following:

Provides legal assistance to incarcerated juveniles residing in Ohio Department of Youth Services (" DYS ") facilities and DYS contract facilities; travels to DYS and contract facilities to meet with youth in-person; provides legal orientation to youth upon their admission to DYS; interviews youth on questions pertaining to conditions of confinement (e.g., medical deliberate indifference, excessive use of force, failure to protect, etc.); advocates for youth on administrative issues that could result in the extension of the youth ' s period of confinement; regularly provides DYS youth with legal information and advice on release and re-entry information; and, works with DYS administrators and OPD staff on providing re-entry services to youth.

Investigates youth claims pertaining to conditions of confinement issues, including but not limited to the following: ensuring that youth follow DYS grievance processes and procedures and exhaust administrative remedies; submitting records requests to DYS following a youth ' s request for assistance; reviewing facility documentation of a youth ' s claim as well as any video footage, if available; and, under the supervision of higher level assistant public defenders, determining the merits of a youth ' s claim by analyzing relevant case law. Provides youth with age-appropriate written explanations of the results of any investigation; and, under the supervision of unit Supervisor or the Juvenile Department Chief Counsel, refers apparent meritorious claims to private counsel. If referrals cannot be accomplished within a reasonable time, prepares pro se pleadings and motions for appointment of counsel, completes affidavit of indigence and motions for appointment of guardian ad litem when necessary, to enable a youth to file pro se. Duties also include collecting data and compiling information for monthly reports; organizing paperwork and request forms; maintaining intra-agency intake calendar; collaborating with other attorneys in the department; and referring matters to outside agencies when appropriate.

Responsibilities also include answering inquiries from indigent youth pertaining to general issues of juvenile law; conducting intake for the department ' s post-disposition and trial staff; appearing in public and private settings on behalf of the Public Defender to discuss law and policy; training juvenile defenders on issues pertaining to post-dispositional and administration assistance/representation, appearing as counsel or co-counsel to represent youth on matters including judicial release, sealing and expungement, serious youthful offender invocation hearings, new charges, and other matters related to the youth ' s confinement; under the supervision of a higher level assistant public defender, preparing pleadings, motions, arguments, and research for outside counsel on juvenile justice issues.

Qualifications - External

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.

Internal Description

Description - Internal

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Qualifications - Internal

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Major Worker Characteristics (For External & Internal)

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 (For External & Internal)

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.

Working Conditions

This position requires extensive travel during the day (up to 3-4 facility trips each week) and a significant amount of independent work.

Work hours are generally 8 a.m. to 5 p.m., have some flexibility, but are subject to necessary modification for business needs or travel.

Background Check Information

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.

Prescreening

Questions

Question	Answer	Required/Asset	Weight	
1. Are you licensed to practice law in the state of Ohio pursuant to Ohio Revised Code 4705.01 or have Temporary Certification for Practice in Legal Services, Public Defender, and Law School Programs pursuant to Gov. Bar R. IX of the Supreme Court of Ohio? Local, Code: 1530621974429 , Type: Single Answer	Yes	—	0	(0%)
	No	—	0	(0%)
2. Are you currently an employee of the Ohio Public Defender's Office? Local, Code: 1530622025594 , Type: Single Answer	Yes	—	0	(0%)
	No	—	0	(0%)
			Weight	
			Total for Competencies and Questions: 0 (0%)	

This requisition uses 0 of the 0 questions from the corresponding prescreening model.

Disqualification Questions

Questions	Answer	Result
1. Are you a current State of Ohio employee? Global, Code: OH_SOH_EMP , Type: Single Answer , Visible by: External Candidates	Yes, I'm an interim or intermittent employee *	To Be Verified
	Yes, I'm a temporary, seasonal or project employee *	To Be Verified
	No, I'm not a State of Ohio employee	The Candidate Passes
	Yes, I'm a permanent employee *	To Be Verified
	Yes, I'm a fixed term or established term employee *	To Be Verified
* If you are a current State of Ohio employee, please provide your eight (8) digit, OAKS ID number.		
2. Do you have a legal right to work in the United States? Global, Code: OH_RTW_US , Type: Single Answer , Visible by: All Candidates	No	To Be Verified
	Yes	The Candidate Passes
3. If you were previously employed by the State of Ohio, please choose one of the following:	Employment ended prior to 12-01-2004.	To Be Verified

Global, Code: OH_PREV_EMPL_DATE ,
Type: Single Answer , Visible by: External
Candidates

N/A - Not previously employed
by the State of Ohio or current
state employee.

The Candidate Passes

Employment ended on or after
12-02-2004.

To Be Verified