



Job Description

Primary Location United States of America-OHIO
Organization Public Defender Commission
Classified Indicator: Unclassified
Bargaining Unit / Exempt: Exempt
Schedule Full-time
Compensation: \$16.23-\$44.93
Unposting Date Jan 6, 2019
Job Function Attorney/Legal

Assistant Public Defender 1 (180006DL)

Job Duties

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 Office of the Ohio Public Defender seeks an Assistant Public Defender 1 (APD 1) for the Appeals and Post-Conviction section of its Legal Department. Attorneys in the Appeals and Post-Conviction section provide representation in a wide range of proceedings occurring after a client has been convicted of one or more non-capital felonies. Successful APD 1s in the Appeals and Post-Conviction section demonstrate a commitment to indigent defense and compassion for their clients. They also have strong analytical skills and are adept at legal research and persuasive writing. Further, excellent interpersonal skills, a desire to expand one's legal knowledge and skills, and an ability to accept constructive feedback are valuable attributes for an APD 1.

The essential duties of an APD 1 in the Appeals and Post-Conviction section are:

- **Direct Appeal:** An APD 1 generally acts as sole counsel on direct-appeal cases, but occasionally will work with co-counsel when appropriate. In pursuing an appeal, an APD 1 will review the record of the case and all transcripts, meet with the client, conduct research and identify issues, draft the merit and reply briefs, and present oral argument. An APD 1 will also conduct merit reviews for cases that have potential merit for a discretionary appeal to the Ohio Supreme Court, may file jurisdictional memoranda in meritorious cases, and will pursue the appeal if the case is accepted.
- **Post-Conviction:** APD 1s are assigned to review the cases of individuals who have gone to trial, who may have claims that a violation of their constitutional rights occurred, which can be established by evidence outside of the trial record of the case. An APD 1 may work with an investigator to identify, locate, and interview witnesses, and/or may secure affidavits from expert witnesses in support of a post-conviction petition. If the trial court grants an evidentiary hearing, an APD 1 will participate in the hearing.
- **Federal Habeas Corpus:** An APD 1 reviews assigned cases for arguable merit in federal habeas corpus cases, and may pursue habeas litigation both in the federal district courts of Ohio and in the Sixth Circuit Court of Appeals.
- **Motions:** APD 1s provide representation on various motions, including new-trial motions, motions for the correction of jail-time credit, motions to vacate post-release control and judicial sanctions, etc.

PLEASE NOTE: A WRITING SAMPLE AND COVER LETTER MUST BE SUBMITTED WITH THIS APPLICATION. Your application will not be considered without a writing sample and cover letter.

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.

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.

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.

All final applicants tentatively selected for this position will be required to submit to a urinalysis to test for illegal drug use. An applicant with a positive test shall not be offered employment.

Unusual Working Conditions

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