

**Office of the
FEDERAL PUBLIC DEFENDER
NORTHERN DISTRICT OF OHIO**

Stephen C. Newman
Federal Public Defender

Jacqueline A. Johnson
First Assistant

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----- **Branch Offices** -----

*Akron Centre Plaza
50 South Main Street, Suite 700
Akron, Ohio 44308-1830
Phone: 330-375-5739
Fax: 330-375-5738*

*617 Adams Street
Toledo, Ohio 43604-1419
Phone: 419-259-7370
Fax: 419-259-7375*

*Thomas D. Lambros Federal Building and
United States Courthouse
125 Market Street
Youngstown, Ohio 44503-1780
Phone: 330-746-6399
Fax: 330-746-6391
(By Appointment Only)*

Position Announcement - Fact Investigator – Capital Habeas Unit

The Office of the Federal Public Defender for the Northern District of Ohio announces an immediate opening for a Fact Investigator in our Capital Habeas Unit located in Cleveland. In accordance with the Criminal Justice Act, the Capital Habeas Unit represents indigent individuals sentenced to death by the State of Ohio in federal habeas corpus and ancillary proceedings.

The Fact Investigator will play an integral role in the strategic development and work-up of guilt phase and mitigation phase issues as well as state Clemency presentations. The Investigator will conduct a thorough, independent investigation of the capital crimes of which the clients have been convicted and will be responsible for locating and interviewing witnesses, preparing affidavits, serving subpoenas, retrieving and analyzing documentary evidence, and assisting the team in the development of theories and bases for relief.

The successful applicant must be able to work effectively in a team-based environment; possess strong oral, written, and interpersonal skills; be a self-starter; be able to work independently; be able to set priorities to meet critical deadlines; and, be committed to providing the highest quality representation to indigent prisoners. Some evening and weekend work is required, as is some nationwide travel. A valid driver's license is required together with car insurance and a functional personal vehicle (mileage is reimbursable), as regular travel to death row (currently in Chillicothe, OH) to meet with clients is a requirement of the job. Applicants must be street savvy.

It is expected that the successful applicant will utilize investigative software in order to conduct investigations and help develop demonstrative evidence for use in litigation. It is further expected that the successful applicant will keep current on new developments in investigative technology and recommend additions and modifications to current tools as necessary.

At least three years of experience as an investigator is preferred. Military experience is an asset. Knowledge of federal and state court systems and familiarity with federal habeas corpus or other post-conviction litigation is also an asset.

This is a full-time at-will federal government position. Salary is commensurate with qualifications and experience with applicable pay grades from 11 – 14 under the Judiciary Salary Plan and is subject to direct deposit. For information on benefits see <http://www.uscourts.gov/career/benefits>. Employment is provisional pending the successful completion of a required background check.

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Qualified persons may apply by e-mailing a letter of interest, resume, the AO 78 Federal Judicial Branch Application for Employment, and a list of three references all in one PDF document to: ohn.employment@fd.org with the subject line CHU Investigator. Applications must be received by August 25, 2017.

The Federal Public Defender may fill current and future positions from this position announcement. The volume of responses expected prevent us from sending negative responses to applicants not selected for interview. No additional inquires please. The FPD is an Equal Opportunity Employer.

FEDERAL JUDICIAL BRANCH APPLICATION FOR EMPLOYMENT

If you need additional space, continue under "Remarks" listing item number

| | |
|--|---|
| 1. Name (<i>Last, First, Middle Initial</i>) | 2. Phone Number |
| 3. Present Address (<i>Street, City, State, Zip</i>) | |
| 4. Email Address | |
| 5. Other Names Previously Used for Employment Purposes | 6. Date of Birth (<i>complete only for law enforcement positions</i>) |

GENERAL

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|--|------------------------------|-----------------------------|--|
| 7. Are you a U.S. Citizen? | <input type="checkbox"/> YES | <input type="checkbox"/> NO | If no, give the Country of your citizenship _____ |
| 8. a. Were you ever a federal civilian employee? | <input type="checkbox"/> YES | <input type="checkbox"/> NO | If yes, give highest civilian grade: _____ / _____ / _____ Pay Plan Grade Step |
| b. Are you receiving a federal civilian annuity payment? | <input type="checkbox"/> YES | <input type="checkbox"/> NO | |
| c. Are you receiving federal severance pay? | <input type="checkbox"/> YES | <input type="checkbox"/> NO | If yes, give former agency contact/telephone: _____ _____ |
| d. Have you received a federal separation incentive payment in the past 5 years? | <input type="checkbox"/> YES | <input type="checkbox"/> NO | If yes, state mo/yr received and former agency contact/telephone: _____ |
| 9. Do you have any relatives who are Judges, Officers or employees of the United States Courts? | <input type="checkbox"/> YES | <input type="checkbox"/> NO | If yes, give their names, positions, and relationships to you. _____ |
| 10. Have you ever served on active duty with the military? | <input type="checkbox"/> YES | <input type="checkbox"/> NO | (<i>If selected, you will need to provide your DD-214 (copy 4), Certificate of Release or Discharge from Active Duty, so that your service may be verified and credited</i>) |

BACKGROUND INFORMATION

For questions 11, 12, and 13, your answers should include convictions resulting from a plea of nolo contendere (no contest), but omit (1) traffic fines of \$300 or less, (2) any violation of law committed before your 16th birthday, (3) any violation of law committed before your 18th birthday if finally decided in juvenile court or under a Youth Offender law, (4) any conviction set aside under the Federal Youth Corrections Act or similar state law, and (5) any conviction for which the record was expunged under Federal or state law.

| | | | |
|---|------------------------------|-----------------------------|---|
| 11. During the last 10 years, have you been convicted, imprisoned, on probation, or on parole? (<i>Include felonies, firearms or explosives violations, misdemeanors, and all other offenses</i>) | <input type="checkbox"/> YES | <input type="checkbox"/> NO | If yes, provide in Section 19 the date, explanation of violation, place of occurrence, and name/address of police dept or court. |
| 12. Have you been convicted by a military court-martial in the past 10 years? | <input type="checkbox"/> YES | <input type="checkbox"/> NO | If yes, provide in Section 19 the date, explanation of violation, place of occurrence, and name/address of military authority or court. |
| 13. Are you now under charges for any violation of law? | <input type="checkbox"/> YES | <input type="checkbox"/> NO | If yes, provide in Section 19 the date, explanation of violation, place of occurrence, and name/address of police dept or court. |
| 14. During the last 10 years, have you been fired from any job for any reason, did you quit after being told that you would be fired, did you leave any job by mutual agreement because of specific problems, or were you debarred from Federal employment by the Office of Personnel Management or any other Federal agency? | <input type="checkbox"/> YES | <input type="checkbox"/> NO | If yes, provide in Section 19 the date, explanation of problem, reason for leaving, and employer's name/address. |
| 15. Are you delinquent on any Federal debt? (<i>Include delinquencies arising from Federal taxes, loans, overpayment of benefits, and other debts to the U.S. Government, plus defaults of Federally guaranteed or insured loans (e.g., student loan, home mortgage loan).</i>) | <input type="checkbox"/> YES | <input type="checkbox"/> NO | If yes, provide in Section 19 the type, length, and amount of delinquency/default, and steps being taken to correct the error/repay the debt. |

EDUCATION

| | | | |
|--|------------------------------|-----------------------------|----------------------------------|
| 16. a. Do you have a high school diploma or G.E.D. equivalent? | <input type="checkbox"/> YES | <input type="checkbox"/> NO | If yes, Date of Completion _____ |
|--|------------------------------|-----------------------------|----------------------------------|

| b. Name and location of colleges or universities attended (including law schools) | Dates Attended | Credit Hours | | Degree | Date Received | Grade Point Average and/or scholastic standing |
|---|----------------|--------------|----------|--------|---------------|--|
| | | Quarter | Semester | | | |
| | | | | | | |
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16. c. Other schools or training attended (list name/location of school, dates attended, subject studied, certificates received, and other pertinent data):

JOB RELATED SKILLS, AWARDS, SPECIAL ACCOMPLISHMENTS

17. List any skills (e.g., language, computer, keyboarding speed), honors, awards, or special accomplishments (e.g., memberships in professional/honor societies, leadership activities, performance awards) that you believe are relevant to your ability to perform the job:

APPLICANTS FOR LEGAL POSITIONS

18. a. Are you admitted to the Bar? YES NO If yes, list the Bar(s) to which admitted and date(s) of admission. If no, skip to 18b. _____
- Is your Bar membership ACTIVE INACTIVE _____
- b. What was your scholastic standing in law school? UPPER ½ UPPER ⅓ UPPER ¼
- c. Were you a member of an editorial board of law review or a moot court participant? YES No

19. REMARKS (Use this space for continuation of answers. List the item number being explained.)

WORK EXPERIENCE

(Start with your present position and work back 10 years. Include any military service. Use additional page if necessary.)

A

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|---|--|---|--|
| Dates of Employment (mm/dd/yyyy) From: _____ To: _____ | | Number of hours worked per week: | Exact Title of Your Position |
| Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____ | | Pay Plan/Grade (If in federal Service) | Place of Employment City _____ State _____ |
| Name and Address of Employer (firm, organization, etc.) Business Telephone: (Area Code and Phone Number) | | | Name and Title of Immediate Supervisor |
| Reason for Leaving | | | |
| Description of Work | | | |

B

| | | | |
|---|--|---|--|
| Dates of Employment (mm/dd/yyyy) From: _____ To: _____ | | Number of hours worked per week: | Exact Title of Your Position |
| Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____ | | Pay Plan/Grade (If in federal Service) | Place of Employment City _____ State _____ |
| Name and Address of Employer (firm, organization, etc.) Business Telephone: (Area Code and Phone Number) | | | Name and Title of Immediate Supervisor |
| Reason for Leaving | | | |
| Description of Work | | | |

C

| | | | |
|---|--|--|--|
| Dates of Employment (<i>mm/dd/yyyy</i>) From: _____ To: _____ | | Number of hours worked per week: | Exact Title of Your Position |
| Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____ | | Pay Plan/Grade (<i>If in federal Service</i>) | Place of Employment City _____ State _____ |
| Name and Address of Employer (<i>firm, organization, etc.</i>) Business Telephone: (<i>Area Code and Phone Number</i>) | | | Name and Title of Immediate Supervisor |
| Reason for Leaving | | | |
| Description of Work | | | |

D

| | | | |
|---|--|--|--|
| Dates of Employment (<i>mm/dd/yyyy</i>) From: _____ To: _____ | | Number of hours worked per week: | Exact Title of Your Position |
| Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____ | | Pay Plan/Grade (<i>If in federal Service</i>) | Place of Employment City _____ State _____ |
| Name and Address of Employer (<i>firm, organization, etc.</i>) Business Telephone: (<i>Area Code and Phone Number</i>) | | | Name and Title of Immediate Supervisor |
| Reason for Leaving | | | |
| Description of Work | | | |

APPLICANT CERTIFICATION

I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me, or firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

SIGNATURE _____

DATE SIGNED _____