



# CUYAHOGA COUNTY OFFICE OF THE PUBLIC DEFENDER

Chief Public Defender – Mark A. Stanton

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## Data Entry Clerk –Municipal Division (Legal Clerk 2)

**Salary:** \$29,766.05  
**Grade:** 3 **Step:** 1

Office of the Public Defender  
Courthouse Square  
310 W. Lakeside  
Cleveland, Ohio

Hours: 8:30 a.m. – 4:30 p.m.  
Monday through Friday

### **Responsibilities:**

The Data Entry Clerk will be responsible for entering case-related information into the Office's case management system for its Municipal Division. The data entry includes creating new contacts and cases, inputting information about pending cases, and closing cases. This position also includes routine clerical and receptionist work in support of the felony, appellate, and municipal divisions, including but not limited to:

- Answering, transferring, and/or responding to incoming phone calls.
- Greeting and assisting clients and directing them to specific Public Defender staff.
- Providing general administrative and clerical support.
- Sorting and distributing mail and other documents to Public Defender staff.
- Receiving, indexing, and recording case information and/or legal documents,
- Entering data into Microsoft, Excel, and Google Chrome based systems.
- Receiving and signing for certified mailings, packages, and supplies as delivered for the office.
- Assisting coworkers, court staff, attorneys, and the public, in person or by phone, providing basic information, and respond to questions and requests for documentation and information.
- Maintain sensitive and confidential information.

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to the classification. They are not an exhaustive list of all duties to be performed. Other duties may be assigned.*

### **Education and Experience:**

A minimum of a high school diploma is required. Previous experience working with computers, data entry, and court personnel is highly desired.

### **Physical Requirements:**

Ability to operate a variety of automated office machines including computers, phone systems, copiers, scanners, faxes, and printers.





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**Application Procedure:**

All applications must be submitted by **Friday, June 29, 2018 at 4:30 p.m.** and must include the following:

- A cover letter addressing your interest and/or experience
- A resume

These materials should be addressed to the Chief Public Defender and sent to Administrator Mark Budzar in person, by mail, or by email to:

Cuyahoga County Public Defender – Mark Stanton  
Courthouse Square  
c/o Administrator Mark Budzar  
310 W. Lakeside - Suite 400  
Cleveland, Ohio 44113

If sending via email, please send your application packet to: [mbudzar@cuyahogacounty.us](mailto:mbudzar@cuyahogacounty.us)

Reasonable accommodation is available to all employees and applicants. If you have a disability that needs to be accommodated, please contact the Department of Human Resources/ADA Coordinator at (216) 443-7190.

Equal Opportunity Employer – Smoke-free and Drug-free workplace.

All job offers are made with the understanding that prospective employees pass a drug test and a criminal background investigation prior to being hired.

<http://publicdefender.cuyahogacounty.us/>





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