



CUYAHOGA COUNTY OFFICE OF THE PUBLIC DEFENDER
Chief Public Defender – Mark A. Stanton

Job Posting -- Expungement Clerk

January 14, 2019

Starting Salary: \$29,766.05

Grade: 3 **Step:** 1

Job Title: Expungement Clerk (Law Clerk 2)

Reports to: Appellate Division Supervisor

Job Description:

The Cuyahoga County Public Defender represents individuals who have rehabilitated themselves and are attempting to seal their prior criminal records. The Expungement Clerk position provides administrative support to the Public Defender's Expungement Program by assisting the Expungement Coordinator, the Appellate Paralegal, and the attorneys handling expungement cases.

Responsibilities:

The Expungement Clerk's responsibilities related to the expungement cases handled by the Public Defender's office include, but are not limited to, the following:

- Answering, transferring and responding to inquiries about expungement cases.
- Assisting clients complete expungement applications and then processing expungement applications.
- Entering case-related information into the Office's case management system.
- Drafting motions to seal records.
- Locating and obtaining case-related information.
- Assisting with the preparation of reports on pending and completed expungement cases.
- Attending community events related to expungements.

In addition to the primary responsibilities set out above, 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 the Office's case management system.
- 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.
- Maintaining 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.





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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.
- Possession of a notary license preferred.

Application Procedure:

All applications must be submitted by **Thursday, January 31, 2019 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

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/>

