



# CUYAHOGA COUNTY OFFICE OF THE PUBLIC DEFENDER

Chief Public Defender – Cullen Sweeney

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## ATTORNEY POSTING (Appellate/Post-Conviction Division)

December 7, 2021

Job Title: Assistant Public Defender  
(Post-Conviction Attorney)

Division: Appellate and  
Post-Conviction

Reports to: Appellate Division Supervisor

Salary: Commensurate with  
experience, starting at  
\$71,700

**OVERVIEW:** The Appellate/Post-Conviction Division of the Public Defender's Office represents indigent individuals who are challenging or seeking relief from their criminal convictions. The representation involves challenging the convictions on direct appeal and through post-conviction proceedings as well as mitigating the consequences of convictions through record sealing, judicial release, parole hearings and other post-conviction filings. While the post-conviction attorney will handle a variety of matters including direct appeals, this position's primary focus will be on reviewing, investigating, and litigating post-conviction proceedings in the trial court and then potentially on appeal.

### RESPONSIBILITIES:

- Represent indigent criminal defendants in post-conviction matters in Cuyahoga County Common Pleas Court including, but not limited to, post-conviction petitions, motions for new trial, and state and federal habeas corpus proceedings.
- Coordinate and promote collaborative post-conviction efforts with the Ohio Innocence Project, the Ohio Public Defender, and law school clinics.
- Represent indigent defendants in the direct appeal of their felony and misdemeanor convictions in the Eighth District Court of Appeals and the Ohio Supreme Court and occasionally federal court.
- Represent indigent defendants in other post-conviction matters such as jail credit motions and expungement motions.
- Assist trial attorneys in the juvenile, municipal, and felony divisions on legal issues at the trial court-level including, in some cases, serving as trial co-counsel.
- Respond to requests for legal assistance from individuals with criminal issues who contact the Public Defender's Office.
- Participate in community events and meetings related to the work of the Cuyahoga County Public Defender.



## **EXPERIENCE AND SKILLS**

- The applicant must be a licensed attorney in Ohio or have the ability to waive into the Ohio bar.
- The applicant must have a minimum of five years of prior criminal legal experience.
- Prior appellate and post-conviction litigation experience is preferred.
- The applicant must have significant investigative, legal research, writing, and oral advocacy skills and experience.
- The applicant must demonstrate a capacity to work creatively and collaboratively on legal issues confronting our indigent clients.
- The applicant must be available for court at all times court is open, and be available to meet and work outside the normal working hours if necessary.
- The applicant must be able to perform all other duties assigned, delegated or required of the assistant public defenders as well as those prescribed by law.

### **Proof of COVID-19 vaccination required**

## **APPLICATION PROCEDURE:**

All applications must be submitted by Thursday, December 30, 2021 at 4:30 p.m. and must include the following:

- A cover letter addressing your interest and/or experience in indigent criminal defense and post-conviction litigation
- Current resume
- A minimum of 2 writing samples that reflect your legal research and writing ability as well as your capacity for persuasive writing

These materials should be addressed to the Chief Public Defender and sent/provided to Mark Budzar in person or via email at [mbudzar@cuyahogacounty.us](mailto:mbudzar@cuyahogacounty.us)