



CUYAHOGA COUNTY OFFICE OF THE PUBLIC DEFENDER

Chief Public Defender – Cullen Sweeney

JOB POSTING

December 7, 2021

Job Title: Paralegal (Post-Conviction
& Expungement)

Division: Appellate/Post-Conviction

Reports to: Appellate Supervisor

Salary: \$43,264

OVERVIEW: The Appellate/Post-Conviction Division of the Public Defender's Office represents indigent individuals charged and generally convicted of criminal offenses in Cuyahoga County. 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. The Appellate Paralegal (Post-Conviction and Expungement) provides administrative support in all proceedings other than direct appeals.

RESPONSIBILITIES:

- Provide assistance to attorneys with respect to all aspects of post-conviction, parole hearing, and expungement litigation.
- Review, summarize, and organize discovery, trial files, and other relevant information
- Review and digest transcripts and/or body cam or video footage
- Organize and prepare court exhibits or documents to be used in post-conviction proceedings.
- Assist with investigation, witness location, and witness coordination.
- Conduct legal research and write memoranda to summarize results.
- Draft and file documents prepared in conjunction with attorneys related to pending matters
- Provide support to the attorneys during post-conviction proceedings and attend the proceedings, as necessary.
- Utilize the Public Defender Database (OPD), to maintain docket organization for post-conviction and expungement matters
- Respond to and/or direct phone inquiries from clients, court staff, and the public
- Draft letters responding to clients and/or general inquiries
- Maintain confidentiality of client and case information.
- Provide support other clerical or administrative duties within the appellate division and other divisions within the office.





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REQUIRED QUALIFICATIONS:

- A demonstrated commitment to the Public Defender's mission of providing high quality legal representation for indigent clients
- Excellent attention to detail and strong organizational skills
- Outstanding interpersonal, communication, and writing skills
- Ability to work efficiently with or without direct supervision and coordinate multiple projects
- Strong computer skills, including Microsoft Office and internet research

PREFERRED QUALIFICATIONS:

- Bachelor's degree
- Paralegal certificate and/or equivalent experience
- Familiarity with criminal litigation
- Experience with legal research and drafting legal motions
- Proficiency with courtroom technology

Proof of COVID-19 vaccination required

APPLICATION PROCEDURE:

All application packets must be submitted no later than **4:30PM on December 23, 2021** and must include the following:

- A cover letter
- Three references
- Resume

These materials should be addressed and delivered by mail, or email to:

Chief Public Defender Cullen Sweeney
Cuyahoga County Public Defender's Office
c/o Administrator Mark Budzar
310 Lakeside Avenue, Suite 400
Cleveland, Ohio 44113

If sending via email, please send your application packet to: mbudzar@cuyahogacounty.us





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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/>

