



CUYAHOGA COUNTY OFFICE OF THE PUBLIC DEFENDER
Chief Public Defender – Cullen Sweeney

ATTORNEY POSTING

September 1, 2023

Job Title: Assistant Public Defender
(Municipal Division)

Department: Public Defender

Reports to: Municipal Division Supervisor

Salary: Minimum \$74,020
(Commensurate with experience)

RESPONSIBILITIES:

- Handle felony bindover and misdemeanor cases before the Cleveland Municipal Court.
- Represent indigent defendants charged with crimes which may result in incarceration.
- 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.
- Perform all other duties assigned, delegated or required of the assistant public defenders

EXPERIENCE AND SKILLS

- Significant legal research, writing, and oral advocacy skills and experience.
- A demonstrated capacity to work creatively and collaboratively on legal issues confronting our indigent clients
- Commitment to social justice and defending the rights of indigent individuals charged and convicted of crimes
- Demonstrated understanding of the issues of race, poverty, mental health, and substance abuse as they relate to the criminal justice system
- Experience working in and with racially and socioeconomically marginalized communities
- Availability for court at all times court is open, and to meet and work outside the normal working hours if necessary

Proof of up to date COVID-19 vaccination required for employment.

MINIMUM EDUCATION:

Juris Doctor; licensed and in good standing to practice law in the State of Ohio



APPLICATION PROCEDURE:

All applications must be submitted by **Thursday September 15, 2023 at 4:30 p.m.** and must include the following:

- A cover letter
- A resume
- Three references
- Two writing samples that reflects your legal research and writing ability as well as your capacity for persuasive writing

These materials should be addressed to the Chief Public Defender Cullen Sweeney and sent by email or mail at:

Cuyahoga County Public Defender
Courthouse Square
c/o Maria Pollman
310 W. Lakeside - Suite 400
Cleveland, Ohio 44113

If sending via email, please send your application packet to:

SM-PD-Employment@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/>