



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

JOB POSTING

October 5, 2021

Job Title: Case Flow Coordinator

Department: Public Defender – Juvenile

Reports to: Juvenile Supervisor

Salary: Pay grade 3, Starting at \$35,000
(Commensurate with experience)

RESPONSIBILITIES:

- Interview new clients in the detention center and/or in office to initiate representation
- Utilize the Public Defender Database (OPD), to maintain docket organization
- Greet and assist clients and direct them to specific Public Defender staff
- Assist with scanning and archiving of files
- Assist coworkers, court staff, attorneys, and public, in person or by phone, by providing basic information and respond to inquiries and requests for documentation
- Assist with conflict checking for newly opened cases
- Clerical duties within the office
- Attend hearings as necessary to provide administrative support to attorneys and staff
- Other duties as they arise

EXPERIENCE AND SKILLS

- Must be a high school graduate or have the equivalent certifiable education
- One (1) year experience in an office environment, with detail orientated tasks
- Ability to communicate with other employees, particularly Divisional Heads and Support Staff
- Ability to maintain confidential information including personnel data relating to clients
- Experience with electronic document storage
- Knowledge of Microsoft office, Excel, Google web-based software, and Lexis Nexis

Proof of COVID-19 vaccination required





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APPLICATION PROCEDURE:

All application packets must be submitted no later than **4:30PM on October 29, 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

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/>

