



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

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**JOB POSTING**

December 7, 2021

Job Title: Paralegal (Child Support &  
Parent Representation)

Division: Juvenile

Reports to: Juvenile Supervisor

Salary: \$43,264

**OVERVIEW:** The Juvenile Division of the Public Defender's Office represents adults in two different contexts. First, the Office defends parents who are facing abuse, neglect, or dependency allegations from Children and Family Services and work to keep those families intact. Second, the Office represents parents in establishing and modifying child support and in defending against contempt allegations related to child support payments. This paralegal position serves as the primary administrative support person for our child support and contempt cases. Additionally, the paralegal will also provide support for hearings and trials in our parent representation cases and other clerical and administrative duties within the juvenile division.

**RESPONSIBILITIES:**

*Child Support cases*

- Provide assistance to attorneys with respect to all aspects of child support and contempt litigation.
- Obtain, review, summarize, and organize client and case records information
- Provide assistance with child support calculations
- Prepare pleadings, such as motions to modify child support
- Organize and prepare court exhibits or documents to be used at hearings.
- Utilize the Public Defender Database (OPD), to maintain docket organization for child support and contempt matters
- Respond to and/or direct phone inquiries from clients, court staff, and the public
- Maintain confidentiality of client and case information.

*Parent Representation cases*

- Provide assistance to attorneys with respect to all aspects of trial/hearing preparation.
- Review, summarize, and organize discovery provided in the parent representation case.
- Assist with witness location and witness coordination.
- Organize and prepare court exhibits.
- Create trial binders to organize documents to be used at trial.
- Provide support to the attorneys during hearings and trials and attend trials, as necessary.
- Maintain confidentiality of client and case information.





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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 child support and parent representation litigation

### **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](mailto: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/>

