



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

Scanning Department Clerk

Posting Date: November 12, 2021

Job Title: Scanning Clerk

**Department: Public Defender
-All Divisions**

Reports to: Support Staff Supervisor

**Starting Salary: \$31,971.20 (Grade 3)
Commensurate with experience**

OVERVIEW:

The Cuyahoga County Public Defender's Office seeks a positive, organized, flexible, thoughtful and detailed oriented scanning clerk to help coordinate the effort to move forward with digitizing case files for the divisions of the Office.

RESPONSIBILITIES:

- Organize and prepare files for electronic scanning
- Scans all files and documents within paper files for electronic storage in accordance with all document retention guidelines
- Responsible for ensuring imaging of documents is optimized
- Performs quality control of files once scanned
- Ensures electronic media is uploaded for all files
- Finds and rescans any document rejected by quality assurance
- Will help develop scanning protocols for different divisions
- Any additional tasks assigned by the Public Defender's Office

REQUIREMENTS:

1. Must be a high school graduate or have the equivalent certifiable education
2. One (1) year experience in an office environment, with detail orientated tasks
3. Ability to communicate with other employees, particularly Divisional Heads and Support Staff
4. Ability to maintain confidential information including personnel data relating to clients
5. Experience with electronic document storage
6. Previous scanning experience is a plus





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APPLICATION PROCEDURE:

All application packets must be submitted no later than **4:30pm on November 26, 2021** and must include the following:

- A cover letter
- Resume
- 3 references

Proof of COVID-19 vaccination required for employment.

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/>





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