



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

JOB POSTING:
Trial Paralegal / Specialized Docket Clerk– Felony Division

Posting date: June 22, 2022

**Trial Paralegal and Specialized Docket Clerk
Felony Division**

Minimum Salary: \$44,137.60
Grade: 7

Public Defender Office
310 W Lakeside Ave, 4th floor

Hours: 8:30 a.m. – 4:30 p.m.
Monday through Friday

POSITION DESCRIPTION:

The trial paralegal and specialized docket clerk position provides administrative, investigative, and litigation support with respect to clients represented by the Felony Division of the Cuyahoga County Public Defender's Office. The trial paralegal portion of the position will help support all divisions within the office, but the specialized docket portion would be specifically for the Felony Divisions.

RESPONSIBILITIES:

- Provide assistance to attorneys with respect to all aspects of trial preparation.
- Review, summarize, and organize discovery provided in the criminal case.
- Assist with investigation, witness location, and witness coordination.
- Conduct legal research and write memoranda to summarize results.
- Prepare pre-trial pleadings, and draft jury instructions.
- Organize and prepare court exhibits.
- Create trial binders to organize documents to be used at trial.
- Provide support to the attorneys during trial and attend trials, as necessary.
- Provide administrative support for specialty dockets.
- Input data and case information to the case management system.
- Maintain confidentiality of client and case information.

REQUIRED QUALIFICATIONS:

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





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PREFERRED QUALIFICATIONS:

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

PROOF OF COVID VACCINATION REQUIRED

APPLICATION PROCEDURE:

All applications must be submitted by **Friday July 1, 2022 at 4:30 p.m.** and must include the following:

- A cover letter, resume, references and a writing sample.

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

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

or

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/>

