



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

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

Posting date: May 12, 2023

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

Minimum Salary: \$49,025.60
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 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.
- Analyze phone extractions and identify pertinent information for litigation.
- Review and map historical cell phone data.
- Review and summarize body camera evidence.
- Conduct legal research and write memoranda to summarize results.
- Organize and prepare court exhibits.
- Draft subpoena language for attorneys.
- 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.
- Provide administrative support for the Felony division as needed.
- Participate in team meetings for litigation preparation.
- 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)





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- 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
- Proficient in technology-based discovery and familiarity with phone extraction analysis
- Paralegal certificate and/or equivalent experience

PREFERRED QUALIFICATIONS:

- Bachelor's degree
- Familiarity with criminal litigation
- Experience with legal research
- Proficiency with courtroom technology
- Familiarity with social media discovery, historical cell phone data mapping, and cell phone extractions

PROOF OF UP TO DATE COVID VACCINATION REQUIRED

APPLICATION PROCEDURE:

All applications must be submitted by **Monday May 24, 2023 at 4:30 p.m.** and must include the following:

- A cover letter addressing your familiarity with technology oriented criminal discovery, resume, three 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 Maria Pollman
Cuyahoga County Public Defender's Office
310 Lakeside Avenue, Suite 400
Cleveland, Ohio 44113

or

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/>

