



CUYAHOGA COUNTY OFFICE OF THE PUBLIC DEFENDER
Chief Public Defender – Mark A. Stanton

**JOB POSTING:
Trial Paralegal**

November 30, 2017

Job Title: Trial Paralegal

Division: Felony

Salary Range: \$40,768 to \$45,427

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.
- 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

PREFERRED QUALIFICATIONS:

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





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APPLICATION PROCEDURE:

All applications must be submitted by December 22, 2017 at 4:30 p.m. and must include the following:

- A cover letter, resume, writing sample, and three professional references

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

Chief Public Defender Mark Stanton
c/o Administrator Mark Budzar
Cuyahoga County Public Defender's Office,
310 Lakeside Avenue, Suite 400,
Cleveland, Ohio 44118

