



CUYAHOGA COUNTY OFFICE OF THE PUBLIC DEFENDER

Chief Public Defender – Cullen Sweeney

JOB POSTING: Felony Case Flow and Administrative Staff Supervisor

July 2025

Supervisor: Deputy Chief Public Defender

Salary: \$60,000

POSITION DESCRIPTION:

The Felony Case Flow and Administrative Staff Supervisor position entails a variety of job tasks including supervision and administrative support for all case flow related activities in the Felony Division. This position will oversee the data entry, opening of all felony cases, specialized docket data entry, arraignment process, scanning and auditing of all felony cases in conjunction with supervising administrative staff in the Felony division.

RESPONSIBILITIES:

- Collaborate with the Deputy Chief, the Felony Division Supervisor, and Felony Supervising Attorney to develop and improve efficient procedures for the management of felony cases
- Supervise Felony Administrative staff members in the arraignment room, front desks and with the scanning unit
- Ensure Felony cases are opened and closed in a timely manner and that case-related information is entered into OPD online, clerk of courts and all other relevant locations
- Provide general administrative and clerical support in the Felony Division and, on occasion, on other divisions within the office.
- Collect, record, and manage client and case information and/or legal documents and maintain files related to the Felony Division (both hard copies of the files as well as the office's client database, OPD Online)
- Provides supervision, support and assistance for scanning, auditing and digitization of case files
- Oversee specialized docket data entry into OPD
- Provides administrative support to co-workers when necessary.
- Provide supervision for case flow team members
- Provide assistance, supervision and coverage for case flow team members as needed
- Assist in the buying / procurement processes within the office as needed.
- Assist attorneys representing clients in the Court's Specialized Dockets (including but not limited to Drug Court, Mental Health Court, Veteran's Treatment Court) with docket management, client contact, document preparation, and filing and record-keeping.
- Attend court proceedings and specialized docket staffings, as necessary.
- Provide administrative assistance for the entire Felony Division.
- Other duties as assigned.





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REQUIRED QUALIFICATIONS:

- A demonstrated commitment to the Public Defender's mission of providing high quality legal representation for indigent clients
- The ability to multi-task effectively and to solve problems creatively
- Prior supervisory experience (preferred)
- 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
- Strong computer skills, including Microsoft Office and internet research
- Proficiency in OPD use, case input details, and use of all OPD features

APPLICATION PROCEDURE:

All applications must be submitted by **August 13, 2025** and must include the following:

- Resume and cover letter
- Three references

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

Chief Public Defender Cullen Sweeney
c/o Ashley Williams
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/>

