



# CUYAHOGA COUNTY OFFICE OF THE PUBLIC DEFENDER

## Chief Public Defender – Cullen Sweeney

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### INTERNAL JOB POSTING

September 2025

Job Title: File Retention and Specialized Docket Clerk

Department: Felony

Reports to: Deputy Office Administrator

Salary: Grade 5, Starting at \$50,014.40  
(Commensurate with experience)

#### RESPONSIBILITIES:

- Organize and prepare files for electronic scanning.
- Scan all files and documents within paper files for electronic storage in accordance with all document retention guidelines.
- Attend and/or provide back up for early court appearances including Early Disposition Conferences, the First Appearance Docket, and Arraignment.
- Collect information about felony appointments at arraignment and disseminate that information to other intake staff and attorneys.
- Collect, record, and manage client, victim and case information and/or legal documents and maintain files related to the Felony Division in the office's client database, OPD Online.
- Data entry responsibility for a variety of case flow components, including but not limited to: arraignments, probation violations, 3D docket, party entry into OPD online
- 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 and/or provide back up for court proceedings and specialized docket staffings, as necessary.
- Maintain and organize archived files for specified retention periods at offsite location.
- Receive, organize and upload electronic media in compliance with file retention standards.
- Assists with file requests received by the Office in collaboration with attorneys and other staff.
- Assist coworkers, court staff, attorneys, and the public in person or by phone, providing basic information, and respond to questions and requests for documentation and information.
- Other duties as assigned.





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### EXPERIENCE AND SKILLS

- Must be a high school graduate or have the equivalent certifiable education
- One (1) year experience in an office environment, with detail orientated tasks
- Ability to communicate with other employees, particularly Divisional Heads and Support Staff
- Ability to maintain confidential information including personnel data relating to clients
- Knowledge of Microsoft office, Excel, Google web-based software, and Lexis Nexis
- Comfort learning and utilizing a case management program

### APPLICATION PROCEDURE:

All application packets must be submitted no later than **4:30pm Friday September 19, 2025** and must include the following:

- A cover letter
- Three references
- Resume

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 Deputy Office Administrator Ashley Williams  
310 Lakeside Avenue, Suite 400  
Cleveland, Ohio 44113

If sending via email, please send your application packet to: [SM-PD-Employment@cuyahogacounty.us](mailto: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/>



310 W. Lakeside Avenue, Suite 400, Cleveland, OH 44113 (216) 443-7223, Fax (216) 443-3632

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