



CUYAHOGA COUNTY OFFICE OF THE PUBLIC DEFENDER

Chief Public Defender – Cullen Sweeney

JOB POSTING

June 17, 2025

Job Title: Data Entry and Specialized Docket Clerk

Division: Municipal Division

Salary: Grade 5, \$50, 014.40

Reports to: Municipal Support Staff Supervisor

OVERVIEW: The Municipal Division of the Public Defender's Office represents indigent individuals charged with offenses in the City of Cleveland. The Specialized Docket and Intake Clerk will be responsible for providing administrative support in the Municipal Division of the Public Defender's Office with an emphasis on the Court's "specialty dockets" and the general client intake process. The administrative support provided by this position includes, but is not limited to, office clerical work, client contact, document preparation and filing, record-keeping, in-court assistance, and coordination with other Public Defender staff, court personnel, other agencies, and the general public.

RESPONSIBILITIES:

- Answer, transfer, and/or respond to incoming phone calls.
- Conduct initial intake interviews with clients.
- Enter and update client and case-related data in the Public Defender's case management system
- Receive, organize, and upload case information and/or legal documents.
- Draft client letters and/or legal pleadings
- 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.
- Assist with administrative support for the attorneys as needed
- Clerical or administrative duties within the Municipal division and other divisions within the office.
- Assist attorneys representing clients in the Court's Specialized Dockets (including but not limited to Drug Court, Mental Health Court, Veterans Court, and Human Trafficking Court) with docket management, client contact, document preparation, and filing and record-keeping.
- Attend court proceedings and specialized docket staffings, as necessary.
- Assist with and / or attend community events as needed for the Municipal Division or Office.
- Other administrative support duties as they arise





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QUALIFICATIONS:

- A demonstrated commitment to the Public Defender's mission of providing high quality legal representation for indigent clients
- Excellent attention to detail and strong organizational skills
- Outstanding interpersonal and communication skills
- A high school diploma or equivalency
- Previous work experience (at least 1 year) working with computers, data entry, and court personnel is highly desired.
- Ability to work efficiently with or without direct supervision and coordinate multiple projects

APPLICATION PROCEDURE:

All application packets must be submitted no later than **4:30PM on Wednesday July 2, 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

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/>

