



CUYAHOGA COUNTY OFFICE OF THE PUBLIC DEFENDER

Chief Public Defender – Cullen Sweeney

JOB POSTING

March 10, 2025

Job Title: Receptionist/Scheduling Clerk
Department: Public Defender, Felony and Municipal

Reports to: Felony Case Flow Supervisor

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

RESPONSIBILITIES:

- Direct phone inquiries from clients, court staff, and the public to the appropriate attorney or staff person
- Greet and assist clients and members of the public who come to the Public Defender Office
- Utilize the Public Defender Database (OPD), to maintain docket organization
- Enter court dates and schedule events for felony attorneys and staff
- Provide assistance, as necessary, with the coverage of other phones and other responsibilities of support staff such as scanning and maintaining files and assisting with information gathering at arraignment or other early court appearances
- Clerical duties within the office
- Sort and deliver mail to different divisions within the office
- Provide administrative support, docketing and data entry for specialized dockets in the Felony Division
- Provide administrative support for the case flow supervisor, including auditing, file preparations and general scanning support
- Provide administrative assistance to attorneys in relation to notifying clients about a variety of topics not limited to: court dates, capiases, attorney assignments
- Other duties as they arise

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





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APPLICATION PROCEDURE:

All application packets must be submitted no later than **4:30PM on Friday March 14, 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 Ashley Williams
310 Lakeside Avenue, Suite 400
Cleveland, Ohio 44113

If sending via email, please send to: sm-pd-employment@cuyahogacounty.gov

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.gov/>

