



CUYAHOGA COUNTY OFFICE OF THE PUBLIC DEFENDER
Chief Public Defender – Cullen Sweeney

Job Posting: Law Clerk Position

Posting Date: Ongoing

Job Title: Law Clerk

Hours: 8:30-4:30, Seasonal Employment

Hourly rate: \$13/hour

Reports to: Chief Law Clerk

Job Description:

The law clerk will have an opportunity to work in the Felony, Municipal, Appellate or Juvenile Divisions of the Cuyahoga County Public Defender's Office. The law clerk will observe, work with, and participate in, when possible, all stages of the trial and/or appellate process. The law clerk will assist a supervising attorney in all stages of trial preparation including client interviews, legal research, and motion writing. Students will be encouraged to practice problem solving skills within the context of various legal issues and engage in discussions and strategy planning with the attorney. Third year students with certification from the Ohio Supreme Court allowing them to appear, with certain restrictions and limitations, as counsel in juvenile, municipal, and felony cases may be allowed to represent defendants in Court where such representation is permitted.

Qualifications: Currently enrolled in law school as a rising 2L, or rising 3L

Application Procedure:

All application packets must include the following: A cover letter, Resume, and Law School Transcript.

These materials should be addressed and delivered by mail or email to: Amy Goff, Chief Law Clerk, Cuyahoga County Public Defender's Office, 310 W Lakeside Ave, Suite 400, Cleveland, OH 44113

If sending via email, please send your application packet to: agoff@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 made with the understanding that prospective employees pass a drug and criminal background investigation prior to being hired.

