



CUYAHOGA COUNTY OFFICE OF THE PUBLIC DEFENDER
Chief Public Defender – Robert L. Tobik

JOB POSTING:
Cuyahoga County Public Defender
Municipal Division Supervisor

April 19, 2017

Job Title: Municipal Division Supervisor
Salary Range: \$102,000 to \$108,000

Division: Municipal

RESPONSIBILITIES:

- Supervise all Assistant Public Defenders working in Cleveland Municipal Court as well as other support staff assigned to the Municipal Division.
- Provide training for staff on issues related to indigent clients and misdemeanor cases.
- Represent indigent clients in Cleveland Municipal Court, as required.
- Meet regularly with Cleveland Municipal Court judges, court staff, city prosecutors and other Cleveland Municipal Court stakeholders.
- Work with the Chief Public Defender and Deputy Chief Public Defender to address structural issues affecting indigent criminal defendants.
- Participate in community events and meetings related to the work of the Cuyahoga County Public Defender.

REQUIRED QUALIFICATIONS:

- A demonstrated commitment to the Public Defender's mission of providing high quality legal representation for indigent clients.
- A J.D. and a license to practice law in Ohio.
- Substantial experience representing indigent clients in criminal cases

PREFERRED QUALIFICATIONS:

- Experience working in the Cleveland Municipal Court system
- An ability to work collaboratively and creatively to resolve legal issues
- Experience with supervision or management
- Outstanding interpersonal and communication skills (oral and written).
- Excellent organizational and problem-solving skills
- Proficiency with courtroom technology and a willingness to explore new technological developments in criminal practice.





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APPLICATION PROCEDURE:

All applications must be submitted by Friday, May 5, 2017 at 4:30 p.m. and must include the following:

- A cover letter, resume, and three professional references

These materials should be addressed to the Chief Public Defender and delivered in person, by mail, or by email to Mark Budzar at:

Cuyahoga County Public Defender
c/o Mark Budzar
310 W. Lakeside Avenue, Suite 400
Cleveland, Ohio 44113

or

mbudzar@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/>

