

Job description

Office of the Public Defender

Mercer County, Ohio

The Office of the Mercer County Public Defender is accepting applications for an experienced full-time Legal Secretary. We are a small office but we handle every aspect of indigent criminal defense across child and family law, misdemeanor, felony, and appellate divisions. Our office is committed to seeking and sustaining a culturally diverse staff with expertise and interest in serving our indigent clientele who come to us with diverse needs, backgrounds, ethnicities, and abilities to yield better results for our clients and our office.

The Office is seeking a self-motivated individual to assist our team in representing indigent clients in the courts of Mercer County, Ohio. The ideal candidate should have strong organizational skills, and the ability to work independently, as well as in a collaborative environment.

Job Duties:

Duties include, but are not limited to, the following:

- Prepares letters, records, briefs, motions, other legal documents, etc., as requested by Attorneys;
- Maintains computer or other client database, including opening client files, entering information additions, changes, corrections, etc. and closing files;
- Communicates with court personnel relative to arraignments, cases assigned to the Mercer County Public Defender, other client matters and attorney assignments and changes;
- Communicates with clients through calls or office visits to answer client questions or otherwise to provide and/or receive information necessary to effectively carry out the attorney/client activities;
- Makes inquiries to the databases and court dockets as needed for additional information on clients, charges, etc;
- Respectfully greets indigent clients and others seeking representation as they arrive at the office and preliminarily screens the qualifications of those seeking representation;
- Answers telephone calls, including jail calls, and where appropriate provide information to clients, relative to assigned attorneys, court dates, etc. from the computer, or re-directs calls to appropriate attorneys.
- Explains procedures for those seeking representation.
- Perform all other duties as assigned by the Attorneys.

Minimum Qualifications: Must be a high school graduate or have the equivalent certified education. Computer training (data entry experience) is a must. Ability to communicate with persons with varieties of backgrounds and responsibility levels. Ability to maintain confidentiality of information, including personal data relating to clients. Starting salary will be commensurate with experience and includes full benefits and OPERS. Interested candidates should submit a cover letter, resume, and three (3) references to Thomas J. Lucente Jr. at thomas.lucente@publicdefender.mercercountyohio.gov by April 14, 2023. Mercer County Central Services Building, **220 W. Livingstone St., Suite A236**, Celina, Ohio 45822 **Office: (567) 890-5683.**

Job Type: Full-time

Pay: Commensurate with Experience

Schedule: 8 hour shift

Work Location: In person