

Geauga County Public Defender Office

Position Available:

Social Worker/Administrative Assistant, Part-time (20-24 hours per week)

Job Description Includes:

Assess and find treatment for our clients' mental health needs and drug and alcohol abuse and addiction issues. Request medical records and/or jail program records. Help schedule Court Ordered assessments. Work closely with attorneys, clients, clients' families and friends, probation officers, courts, and community treatment providers.

Must have the ability to maintain confidentiality, greet the public, meet with clients to complete financial applications, answer the telephone, provide information, and referrals as appropriate. File court pleadings with Common Pleas, Juvenile and Municipal Courts. Sort and file documents. Sort and distribute mail. Operate computer, including word, excel and database.

Minimum Qualifications:

Applicant should have a Bachelor's Degree in Social Work, Psychology, Sociology, Criminal Justice or a closely related field.

Salary:

\$25.00 per hour

Benefits:

Ohio Public Employees Retirement System
Paid sick and vacation time

Please submit cover letter and resume to:

Geauga County Public Defender Office
211 Main Street
Chardon, OH 44024

or

publicdefender@co.geauga.oh.us