



Law Office of the Public Defender

Montgomery County, Ohio

Theresa G. Haire
Public Defender

Kelli R. Howard
Deputy Public Defender

Assistant Public Defenders

Charles L. Grove
Barbara J. Martin
Kristine E. Comunale
Susan F. Souther
Melissa Duke Jones
Navay M. Vaughn
Brian D. Huelsman
Michael E. Deffet
Michael R. Pentecost
Charles T. Cromley, Jr.
Molly L. Stitsinger
Andrea Dewar Oladi
Julie B. Peppo
Andrew T. Davenport
Michael P. Dailey
Melissa A. Pfahler
Julia J. Mauk
Alysia A. Goss
Daniel B. Rhodes
Carla M. Maragano
Christopher W. Thompson
Joe Hyde
Antoinette M. Dillard
Lauren M. Dever
Amanda M. Kuhn
Joseph M. Rusch
Amanda L. Davis
Travis T. Dunnington
Michael R. Walczak
Nicole R. Breezley
Barry L. Gilmer
Nikole E. Xarhoulacos
Elizabeth R. McKinley
David A. White
Ryan Houston
Kaila L. McClellan
Rachael E. Herrie
Gayle Miller
Nicole Vega
MiMi DeGrow
Elizabeth A. Lewis
Rai A. Wilson
Arvin S. Miller
Georganne E. Huber

The Montgomery County Public Defender Office is now accepting applications for the position of Administrative Assistant assigned to our Probate Resource Center. We are an office of 78 individuals, including attorneys, social workers, investigators, client engagement, and secretaries. We handle every aspect of indigent criminal defense across juvenile, 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 Probate Resource Center seeks to address the challenge of serving pro se litigants and help bring resolution to their cases by providing legal and administrative support to citizens who are seeking the services of the Probate Court.

Job Duties:

Duties include, but are not limited to the following:

- Provide direct administrative support to the Probate Resource Center Attorney, which includes responding to telephone inquiries about services, scheduling appointments, fielding walk-in clients, sending feedback survey out to those receiving services, and forwarding monthly stats;
- Provide administrative support for the quarterly Driver's License Reinstatement Clinics and Fatherhood Initiative Clinics, such as preparation of documents, scheduling appointments with clinic participants, and providing follow-up services after the clinics are held;
- Perform all other duties as assigned by the Public Defender or Deputy Director.

Minimum Qualifications: An Associate Degree in Paralegal Studies or equivalent course of study required, or experience working as a paralegal for at least 2 years. A qualified candidate is experienced in data entry and operating common office software. A highly qualified candidate will have training and/or knowledge of the criminal defense field and the ability to develop and maintain time management and organizational skills, as well as be able to work both independently and in a team-driven environment.

You are expected to have a strong attendance record and work ethic. The work environments will primarily be within the Law Office of the Public Defender and Probate Court. Clinics may be held off-site, and some may be after business hours. Reasonable accommodation will be made to enable individuals with disabilities to perform the essential functions.



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A well-qualified candidate will be able to develop and maintain skills in time management and organization, as well as work independently, and contribute to a team-based environment. Starting salary is \$41,600/year with full county benefits include participation in the Ohio Public Employees Retirement System (OPERS); access to deferred compensation programs; health insurance with the HSA match, dental and vision insurance, wellness programs, life insurance, paid vacation/sick/holiday leave, paid parental leave, and access to short-term disability and employee assistance programs. More information about benefits can be found on the Montgomery County Benefits website: www.mcbenefits.org.

Interested candidates should submit a cover letter, resume, and three (3) references to Nicola Lewis at LewisN@mcohio.org. Applications will be reviewed upon receipt.