



Law Office of the Public Defender

Montgomery County, Ohio

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The Montgomery County Public Defender's Office is now accepting applications for the position of Client Engagement Specialist. We are an office of 81 individuals, including attorneys, social workers, investigators, client engagement specialists, administrative assistants, and a paralegal. 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 ideal candidate for this position should have a demonstrated dedication to indigent defense, have excellent communication (oral and written) skills, and the ability to work independently and within a team setting. The candidate should have strong organization and problem-solving skills as well. This is a full-time position.

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

- Appearing in courts around Montgomery County to screen and qualify clients for Public Defender services;
- Appearing in jail to screen and qualify clients for Public Defender services;
- Covering court and jail appearances when co-workers are out of the office;
- Staffing the reception area in the office, which includes answering phones and managing client walk-ins;
- Ensure assigned paperwork is completed accurately and in a timely manner;
- Coordinate as needed with client supports, community resources, treatment providers, and court staff to facilitate client success;
- Perform all other assignments as assigned by the Public Defender.

Minimum Qualifications: High School Diploma or equivalent. Knowledge of the criminal justice system, including court proceedings is also required. A valid driver's license, daily access to a vehicle, and the ability to transport clients is also required. Candidates with an Associates or Bachelor's Degree preferred.

Additional qualifications include experience using Microsoft Office products and Internet research tools. A qualified candidate will have the ability to develop and maintain skills in time management and organization as well as work independently and dependently in a team-driven environment. The ability to communicate effectively both orally and in writing is also required. An ideal candidate will exercise sound judgment and decision-making and have the ability to handle sensitive information and inquiries from contacts with officials and the public. Candidates are subject to a criminal background check.