

## MIAMI COUNTY PUBLIC DEFENDER

JOB TITLE: Office Staff, Part-time (1 position)

Monday – Thursday 8:30 a.m. to 3:00 p.m. (somewhat flexible)

QUALIFICATIONS: Coursework, training, work experience or equivalent combination of: a secondary education or equivalent with courses in modern office practices; proficient with Microsoft 2010 office programs or similar system; must demonstrate good record keeping, be able to process legal documents; must possess good organizational and interpersonal skills to communicate effectively with employees, clients and the general public when dealing with sensitive and confidential issues; must pass a background check.

JOB RESPONSIBILITIES: Under supervision, responsible for providing clerical support for the Miami County Public Defender by performing the following duties: Accurately process written documents, records and reports to assist in the defense of clients; process written applications for representation; responsible for phone calls, organization of all incoming and outgoing mail and to assist with special projects or other duties as assigned.

METHOD OF APPLICATION AND DEADLINE: All interested parties should apply at [www.miamicountyohio.gov](http://www.miamicountyohio.gov). Applications must be received by February 13, 2020

MIAMI COUNTY MUNICIPAL COURT SERVICES IS  
ACCESSIBLE TO THE DISABLED

MIAMI COUNTY MUNCIIPAL COURT IS AN EQUAL  
OPPORTUNITY EMPLOYER

MIAMI COUNTY PUBLIC DEFENDER

OFFICE STAFF  
PART-TIME

Provides general clerical support for the Miami County Public Defender.

Responsible for processing legal documents, records and reports to assist in defense of clients; process written applications for representation; responsible for phone calls, organization of all incoming and outgoing mail and to assist with special projects as assigned. Must be proficient with Microsoft 2010 office programs or similar system.

Deadline

February 10, 2020

All interested applicants may acquire an application at our Website;

[www.miamicountyohio.gov](http://www.miamicountyohio.gov)

Miami County is an EOE