



# PORTAGE COUNTY, OHIO

## POSITION AVAILABLE

### OPEN TO EMPLOYEES AND THE GENERAL PUBLIC

JOB TITLE:	Intake Specialist/Legal Assistant
POSTING DATE:	Thursday, August 25, 2022
CLOSING DATE:	Wednesday, September 14, 2022

DEPARTMENT: Portage County Public Defender's Office  
ADDRESS: 209 S. Chestnut Street, Suite 400, Ravenna, Ohio 44266  
APPOINTING AUTHORITY: Portage County Public Defender  
WORK SCHEDULE: Monday - Friday, 8:00 a.m. - 4:00 p.m.  
SALARY RANGE: \$44,075.20

#### MINIMUM QUALIFICATIONS:

Bachelor's Degree in social work is preferred but not required along with related training and a minimum of 1-3 years of clinical social work experience and exceptional academic achievement in college indicative of the ability to aide, interview, and development plans for clients with mental illness, substance abuse issues, family and community issues, veterans, and military clients. Candidate must also be responsible for day-to-day administration of the non-legal functions of the Public Defenders Office. Must also possess a valid Ohio drivers license.

#### JOB DESCRIPTION:

An Intake Specialist/Legal Assistant shall be responsible for interviewing clients to determine eligibility for representation and conducting intake for new clients, evaluate these clients based upon their mental health, substance abuse and social issue needs, limitations, and desires. A candidate shall be responsible for updating client files, and coordinate care and treatment between client and the Portage County Public Defender's Office and the Portage County Courts. A successful candidate must work closely with staff attorneys and provide clients with necessary documents to assist them with their mental health and substance abuse treatment, housing, and social services placement.

#### HOW TO APPLY:

Send cover letter and resume by regular U.S. Mail or email to:

JOHN P. LACZKO, DIRECTOR  
PORTAGE COUNTY PUBLIC DEFENDER'S OFFICE  
209 S. CHESTNUT STREET, SUITE 400  
RAVENNA, OHIO 44266  
Email: [jlaczko@portageco.com](mailto:jlaczko@portageco.com)

- ALL COVER LETTERS AND RESUMES **MUST BE RECEIVED BY 4:00 P.M. ON THE CLOSING DATE** LISTED ABOVE

Portage County is an equal opportunity employer (EOE)