

Assistant Public Defender III



Position Description

Status

Regular Full Time

Compensation

C43, 5% above current top step

Bargaining Unit

Non-bargaining

Reports to

Chief Public Defender

Supervises

some supervisory responsibility

Position Category

Generalist

Summary

At the discretion of the Chief Public Defender, the Assistant Public Defender III is responsible for performing any and all duties directed by the Chief Public Defender and / or the Deputy Chief Public Defender per the requirements of the Constitution of the United States, the Constitution of the State of Michigan, all applicable statutes of the United States and the State of Michigan, the Michigan Court Rules, the Michigan Rules of Professional Conduct, all applicable Michigan Indigent Defense Commission (MIDC) Standards and any other ethical legal authority not listed above. The Assistant Public Defender III must additionally be able to perform all job duties listed in the job descriptions for the Office of the Public Defender's (OPD) Assistant Public Defender I and II positions.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Provides client-centered holistic representation of OPD's indigent clients through complex and high-level litigation, pursuant to the MIDC Caseload Standards as OPD has implemented those MIDC Caseload Standards.
2. Provides client centered holistic representation of MIDC special assignment indigent clients as directed by Chief Public Defender and / or Deputy Chief Public Defender; Assists the Chief Public Defender and Deputy Chief Public Defender in implementing MIDC Standards compliance and data collection as needed.
3. Acts as OPD's representative at stakeholder meetings, as directed by the Chief Public Defender and / or Deputy Chief Public Defender.
4. Performs all duties of the Assistant Public Defender I and the Assistant Public Defender II as needed.
5. At the discretion of the Chief Public Defender and Deputy Chief Public Defender, assists with supervisory and administrative duties pertaining to Assistant Public Defenders I and II as needed, including, but not limited to: trains, mentors, assists and advises Assistant Public Defenders I and II regarding work related matters; evaluates work performance of Assistant Public Defenders I and II and provides feedback to the Chief Public Defender and Deputy

Chief Public Defender for their use in Assistant Public Defender I and II performance reviews; handles emergency, urgent or high-level cases or delegates to a qualified Assistant Public Defender I or Assistant Public Defender II as needed; supervises Assistant Public Defenders I and II in case preparation, motion drafting, sentencing guidelines scoring, witness interviewing, trial and contested hearing preparation, interlocutory appeal preparation, Holistic Defense practice, and any other assignments as directed; supervises Assistant Public Defenders I and II in OPD's implementation of the Michigan Holistic Defense Fellowship program;

6. Oversees OPD's Legal Internship program, which is primarily conducted by Assistant Public Defenders I and II.
7. At the discretion of the Chief Public Defender and Deputy Chief Public Defender, if the Chief Public Defender and / or Deputy Chief Public Defender are unavailable, assists with supervisory and administrative duties pertaining to OPD Support Staff as needed, including, but not limited to: trains, mentors, assists and advises OPD Support Staff regarding work related matters, evaluates work performance of OPD Support Staff and provides feedback to the Chief Public Defender and Deputy Chief Public Defender for their use in OPD Support Staff performance reviews
8. Acts as OPD's primary operational supervisors for OPD's Assistant Public Defenders and Support Staff, together with OPD's Lead Social Worker.

Competencies

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

Supervisory Responsibility

This position does have some supervisory responsibilities, as described in Essential Functions above.

Work Environment

This job operates in professional office and courtroom environments. This role routinely uses standard office equipment such as computers, phones, photocopiers and other office accoutrements. Assistant Public Defender III's are likely to encounter difficult litigation subject matter, as well as disruptive or offensive people.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, an Assistant Public Defender III is regularly required to express oneself and exchange information both verbally and in writing. Assistant Public Defender III's are frequently required to move about the office environment; operate a computer and other office

machinery; and move or transport files or other items to meetings in other office spaces. This is largely a sedentary role; however, some filing is required. The ability to stand and / or bend is required.

Travel

Travel is required to access county buildings, other stakeholders, and clients.

Required Education and Experience

1. Juris Doctorate from an accredited law school.
2. Member in good standing of the Michigan State Bar; or ability to become a member in good standing within a reasonable time after hire, as determined by the Chief Public Defender.
3. Minimum five (5) years of criminal defense, prosecutorial, trial or other relevant experience, as evaluated by the Chief Public Defender; or ability to meet MIDC Standard 7, Life Offense Case Qualifications.
4. Ability to confidently handle any work assigned with minimal supervision and guidance.
5. Effective leadership skills
6. Ability to effectively interact with clients, opposing counsel, judges and support staff
7. Willingness and ability to handle increased responsibilities and a large caseload, consisting of more complex and sensitive cases, per department needs.
8. Excellent discretion, judgment, communication skills, problem solving skills, with an ability to assess complex or sensitive situations and make appropriate decisions while balancing the interests of all stakeholders.

Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____