

# Assistant Public Defender



## Position Description

### Status

Full-Time, Exempt

### Compensation

C43

### Bargaining Unit

Non-Bargaining

### Reports to

Chief Assistant Public Defender

### Supervises

None

### Position Category

Manager

### Summary

Provides indigent defense and legal services. Prepares, analyzes, presents, reports and communicates legal strategies, legal research and advises clients about legal matters. Appear at all levels of the trial court hearings, including arraignments, probable cause conferences, preliminary examinations, pre-trials, trials, sentencing, motions and other assigned hearings.

### Essential Functions

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

1. Ensures that legal strategies are customized for client's needs and are well analyzed and effectively communicated to the clients.
2. Prepare and present legal research and arguments to the courts ensuring sound arguments pursuant to law; Advises clients of their legal rights.
3. Prepares and conducts investigations, properly interviewing clients, witnesses and every individual related to a law violation or crime.
4. Determines deficiencies by using legal, scientific and technological knowledge. Ensures that the department is always updating technical and legal knowledge.
5. Coordinates and implements leadership strategies based on functions, positions and performance.
6. Effectively communicates with other departments of the organization to ensure that files are efficiently prepared and delivered on time on each scheduled court date.
7. Analyzes, develops and maintains approaches in order to have an effective recruitment process for the new Holistic Defense Partner positions.
8. Trains, develops, makes work assignments, supervises and evaluates intern/volunteer workforce.
9. Litigates any legal issues that are necessary and appropriate, including bringing cases to trial.
10. Performs attorney functions as assigned

11. Ensures that procedures and manuals are documented and updated as necessary.

12. Performs other administrative functions & projects as assigned.

## **Competencies**

Competencies are listed below.

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

## **Supervisory Responsibility**

This position does not have direct supervisory responsibilities.

## **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

## **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, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is 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 and other office spaces. This is largely a sedentary role; however, some filing is required. The ability to open filing cabinets and bend or stand on a stool as necessary is required.

## **Travel**

Travel is required 25%-50%.

## **Required Education and Experience**

1. Juris Doctor Degree.
2. Active membership in the Michigan State Bar.
3. Prefer two (2) years of experience as a prosecutor, public defender, private criminal defense practitioner, legal intern or law clerk.

**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 \_\_\_\_\_