

# Chief Assistant Public Defender



## Position Description

**Status**

Full-Time, Exempt

**Reports to**

Public Defender

**Compensation**

D61

**Supervises**

Public Defender's Office Staff

**Bargaining Unit**

N/A

**Position Category**

Director

**Summary**

Provides court appointed indigent defense services within Allegan County Courts. The Chief Assistant Public Defender carries a caseload and receives direct supervision from the Public Defender. The Chief Assistant Public Defender is responsible for providing supervision to the Public Defender's Office staff, including Assistant Public Defenders, Investigators, social workers and clerical staff in conjunction with the Public Defender.

**Essential Functions**

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

1. Reviews charging instruments, police reports, and other discovery provided by the Prosecution.
2. Promptly meets with clients and learns the client's goals for the representation and any special needs of the client.
3. Determines what further fact investigation to undertake and directs that investigation, including the identification, consultation and hiring of applicable experts as approved by the Public Defender.
4. Determines what legal issues need development, researches those issues, and presents them in the appropriate forum.
5. Negotiates with the Prosecution and promptly advises the client of the status of those negotiations.
6. Litigates any legal issues that are necessary and appropriate, including bringing cases to trial.
7. Maintains availability to other staff members for consultation and education; participates in training programs; maintains current knowledge of appropriate support functions.
8. Participates in the performance appraisal process, assists in hiring process, new hire orientation, and enforces County and office policies and procedures in conjunction with the Public Defender.
9. Maintains accurate, complete, and legible case files.
10. Performs on-call attorney functions as assigned.

11. Completes special projects and other duties as assigned by the Public Defender.

12. Performs other duties 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

## **Supervisory Responsibility**

This position has 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 to access County buildings and employees.

## **Required Education and Experience**

1. Graduation from an accredited law school.
2. Member of the Michigan State Bar in good standing.
3. At least eight (8) years of criminal defense experience or comparable civil legal service required. Demonstrated supervisory experience may be substituted for the required eight years of criminal defense experience.

## **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 \_\_\_\_\_