

Department: Public Defender	Approved: 07/06/95	Revised: 06/04/15, 1/25/18,
Salary Grade: 18	Position #:	6/2/24
FLSA Status: Exempt	Title #: 170	

Position Overview:

To provide competent legal representation to a wide variety of criminal defendants, alleged incompetents, abused children (and some civil cases).

Essential Job Functions:

1. Investigates assigned cases, interviews and subpoenas witnesses and conducts research in preparation for pre-trial hearings and trials.
2. Counsels clients.
3. Prepares and files motions, briefs, and other legal documents.
4. Visits mental hospitals, jails, and state correctional facilities if client is detained.
5. Represents client at pre-trial hearings/conferences, other proceedings, arraignments, jury and non-jury trials, sentencing, and post-conviction hearings.
6. Prepares post-trial motions, briefs, and arguments for appeals to Commonwealth, Superior and Supreme Courts.
7. Conducts legal research in preparation of cases and trials.
8. Negotiates plea-bargains with District Attorney for clients.
9. Utilizes computer for docketing, drafting letters, and other legal correspondence and reports.
10. Dictates correspondence.
11. Interacts with other internal departments, police, and external agencies and general public.

Other Duties:

1. Attends staffing and training sessions.
2. Advises public groups of the functions of the office.
3. Travels as necessary for case preparation.
4. Performs other job-related duties as required.

Supervision Received:

Receives occasional instruction and little supervision from Chief Public Defender or First Assistant Public Defender in regard to daily work duties.

Supervision Given:

None.

Working Conditions:

1. Works indoors in adequate workspace, with adequate temperatures, ventilation, and lighting.
2. Works indoors with average exposure to noise, stress and disruptions.
3. Normal indoor exposure to dust/dirt.
4. Potential exposure to blood borne pathogens and/or communicable diseases.
5. Works in conditions of potential outburst or aggressive behavior of clients.
6. Travels occasionally in all weather conditions to investigate cases or to attend hearings, meetings, or trainings.

Physical and Mental Conditions:

1. Must be able to sit for long periods throughout the workday, with intermittent periods of standing, walking, bending, twisting, and reaching as necessary to carry out job duties.
2. Dexterity requirements range from simple to coordinated movements of fingers/hands, feet/legs, and torso as necessary to carry out job duties.
3. Light work with occasional lifting/carrying of objects with a maximum of 10 pounds.
4. Must be able to cope with the physical, emotional, and mental stress of the job.
5. Must be able to pay close attention to details and concentrate on work.
6. Maintains emotional stability during stressful situations.
7. Position requires extensive stressful interactions with people.
8. Must be able to work with clients who carry or may carry active hepatitis, HIV, or other infectious diseases.

Education/Training Qualifications:

Juris Doctorate degree. Licensed to practice law in the Commonwealth of Pennsylvania and admission to the Pennsylvania Bar Association required.

Work Experience:

None required, but Public Defender internship or similar experience preferred.

Knowledge, Skills, and Abilities Required:

1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential functions of job.
2. Must possess effective oral and written communication skills.
3. Must possess initiative, creativity, and problem-solving skills.
4. Must possess ability to function independently, have flexibility and personal integrity, and the ability to work effectively with clients, co-workers, and others.
5. Must possess ability to maintain confidentiality in regard to client information and records.
6. Must possess the technical knowledge of operating personal computers and other office equipment.
7. Must possess a valid Pennsylvania driver's license and a willingness to travel as needed.
8. Must possess knowledge and ability to effectively and adequately represent a variety of clients in various criminal and civil cases.
9. Must possess ability to understand and interpret constitutional provisions, statutes, administrative regulations, and precedents and procedures.
10. Must possess ability to set forth finding of facts and conclusions in written legal form.
11. Must possess ability to analyze facts, evidence, and precedents and arrive at a logical interpretation.
12. Must possess ability to effectively coordinate individual cases and also to interact with other staff members.

Job Description Acknowledgement

I acknowledge that I have received a copy of my job description. I have read and fully understand the job duties, responsibilities as **Assistant Public Defender**. I further understand that I am responsible for the satisfactory execution of all the duties described therein, under any and all conditions as described above. I hereby accept the position and agree to abide by the requirements and duties set forth.

(Signature of Employee)

(Date)

(Print Name)

In compliance with the Americans With Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.