

## **ASSISTANT PUBLIC DEFENDER**

Barry County is seeking a qualified, entry-level attorney to provide support for the Barry County Public Defender Office. Duties include assisting the Chief Public Defender with the development, implementation, oversight, and direction of the Public Defender Office and the Indigent Defense Contract system. The APD will be responsible for an Indigent Defense caseload. The APD will assist with ensuring that Barry County meets all constitutional and legislative requirements pertaining to the representation of indigent adults and provide a high level of ID services. The APD will also directly assist the Chief Public Defender and/or perform the department's administrative functions. The salary range is \$51,812.80 to \$62,129.60. For additional information, including a copy of the position description and to apply, please visit [www.barrycounty.org](http://www.barrycounty.org) or contact the Barry County Public Defender's Office, 206 W. Court Street, Hastings, Michigan 49058, or by telephone at (269)945-1400 ext. 1020.



## Barry County

<b>Classification Title</b>	Assistant Public Defender
<b>FLSA Status</b>	Non-Exempt

### GENERAL SUMMARY

Under the supervision of the Chief Public Defender (CPD), the Assistant Public Defender (APD) will assist with the development, implementation, oversight, and direction of the Public Defender Office and the Indigent Defense Contract system. The APD will be responsible for an Indigent Defense caseload. The APD will assist with ensuring that Barry County meets all constitutional and legislative requirements pertaining to the representation of indigent adults and provide a high level of Indigent Defense services. The APD will also directly assist the Chief Public Defender and/or perform the department's administrative functions.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Provide court appointed indigent defense services through an active caseload. Meet with client(s), review charging instruments, police reports, and other discovery or evidence provided by the Prosecution and make recommendations for defense.
- Research and prepare criminal cases for trial, motion, sentencing and other proceedings, including research of applicable law, interviewing victims and witnesses, investigating claims, and developing trial strategies.
- Appear in court for arraignments, motions, trials, sentencing and other related proceedings. Select jury, present arguments, examine and cross-examine witnesses, introduce physical exhibits, confer with Judge and prosecution counsel on points of law and procedure, and argue factual conclusions to a Judge or jury.
- Determine if additional fact finding investigation is necessary, including the identification, consultation and hiring of applicable experts as approved by the Chief Public Defender or designee.
- Prepare briefs, legal documents, reports, correspondence and other written materials, as well as properly maintaining these records.

- Attempt to negotiate, resolve, and dispose of pending criminal cases by conferring with attorneys, police agencies, and other parties involved to reach an agreement on pleas and potential sentences.
- Actively collaborate, cooperate, and coordinate programs designed to reduce recidivism through effective rehabilitation of convicted criminals.
- Conduct post-trial litigation as necessary, such as sentencing and post-trial motions.
- Maintain professional knowledge of criminal law and participate in training programs.
- Attend meetings and community events as directed.
- Perform other duties as required by the Chief Public Defender.

## **MINIMUM QUALIFICATIONS**

### **Required Education and Experience**

**Education:** Juris Doctor degree with a Certificate of Admittance to the State Bar of Michigan as evidence of continued good professional standing and authority to practice law throughout the state.

**Experience:** Up to three (0-3) years of experience in the practice of criminal defense or the equivalent.

Thorough understanding of the rules of evidence and the applicable statutes, case law and trial procedures are expected.

### **Required Licenses or Certifications**

License to practice law in the State of Michigan

## **COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES**

Knowledge and Experience in:

- Computer skills necessary to effectively utilize word processing, database, spreadsheet and presentation software applications for the creation and compilation of various documents, communications and reports. Ability to use the Internet and e-mail.
- Knowledge of principles and practices of criminal, civil contempt and juvenile law, particularly as related to the defense of clients, investigations, research, data analysis, report preparation techniques and computer applications related to the work;

Skill in:

- Verbal and written communication
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature

Ability to:

- Draft pleadings and orders according to Court Rule
- Read, analyze and understand matters submitted and make an independent and informed decision
- Read, analyze, interpret and apply court rules, case law, statutes and policies
- Operate computer for information retrieval and input
- Access law books, reference materials and computer information
- Meet schedules and deadlines of the work
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries

### **WORK ENVIRONMENT/CONDITIONS**

*The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment			X
Outdoor environment	X		
Street environment (near moving traffic)	X		
Construction site	X		
Confined space	X		
In the community (homes, businesses, etc.)	X		
Warehouse environment	X		
Shop environment	X		
Other: Court Room			X

Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are rude or irate			X
Individuals with known violent backgrounds			X
Extreme cold ( <i>below 32 degrees</i> )	X		
Extreme heat ( <i>above 100 degrees</i> )	X		
Moving mechanical parts	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances or waste	X		
Loud noises ( <i>85+ decibels</i> )	X		
Other			

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

- The position involves light physical demands, such as exerting up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects.

<b>Date created:</b>	March 2020
<b>Dates revised</b>	10/23/2020 -ks/rmk