



CALHOUN, COUNTY OF (MI)
invites applications for the position of:

Assistant Public Defender I

SALARY: \$56,996.15 - \$65,254.89 Annually

DEPARTMENT: Public Defender

OPENING DATE: 09/29/20

JOB SUMMARY:

Under the general direction of the Deputy Public Defender, provides court appointed indigent defense attorney services for Calhoun County.

PRIMARY DUTIES & RESPONSIBILITIES:

1. Provides court appointed indigent defense services through an active caseload. Meets and consults with client(s), reviews charging instruments, police reports, and other discovery.
2. Researches and prepares criminal cases for trial, motion, sentencing and other proceedings. This includes research of applicable law, interviewing victims and witnesses, investigating claims, and developing trial strategies.
3. Appears in court for arraignments, motions, trials, sentencing and other related proceedings.
4. Determines if additional investigation is necessary, including the identification, consultation and hiring of applicable experts as approved by the Chief Public Defender or designee.
5. Prepares briefs, legal documents, reports, correspondence and other written materials.
6. Attempts to negotiate and resolve pending cases without a trial where appropriate.
7. Actively participates in programs designed to address the underlying causes and risk factors that lead to involvement in the criminal justice system. These programs may be provided through treatments courts, legal or civic organizations.
8. Maintains professional knowledge of criminal law, participates in training programs, and collaborates with other Assistant Public Defenders.
9. Performs other duties as required.

JOB QUALIFICATIONS:

1. A Juris Doctorate from an accredited law school. Membership in good standing with the State Bar of Michigan. Recent graduates who have taken the Michigan Bar Exam with a high expectation of passing may also apply.
2. No experience is required; however, familiarity with criminal law and procedure is expected.
3. 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.
4. Possess a valid Michigan vehicle operator's license with an acceptable driving record.
5. Strong interpersonal skills necessary to work with a diverse group of county personnel and citizens.
6. The ability to effectively communicate both orally and in writing, including to read and interpret documents, prepare reports and correspondence, and to present information and respond to questions.
7. Reasoning skills needed to define and solve problems, collect data, establish facts and draw valid conclusions.
8. Mental ability to simultaneously handle multiple projects requiring concentration and attention to detail with frequent disruptions. Frequent pressures related to deadlines and fulfilling scheduling requirements.
9. Professionalism is an absolute necessity, along with the ability to appropriately handle both confidential information and sensitive situations.

SUPPLEMENTAL INFORMATION:

Position #2020-00052
ASSISTANT PUBLIC DEFENDER I
MS

jobapps@calhouncountymi.gov
