



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

Assistant Public Defender II - Fall 2020

SALARY: \$71,331.80 - \$100,500.17 Annually

DEPARTMENT: Public Defender

OPENING DATE: 11/05/20

JOB SUMMARY:

Under the general direction of the Deputy Public Defender, provides indigent defense attorney services for Calhoun County. Provides support, consultation, and training for less experienced attorneys.

PRIMARY DUTIES & RESPONSIBILITIES:

1. Provides indigent defense services through an active caseload. Meets with client(s), reviews charging documents, police reports, and other discovery or evidence provided by the Prosecution and makes recommendations for defense.
2. Researches and prepares criminal cases for trial, motion, sentencing and other proceedings, including research of applicable law, interviewing witnesses, investigating claims, and developing trial strategies.
3. Appears in court for arraignments, motions, trials, sentencing and other related proceedings.
4. Determines if additional fact 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 treatment courts, legal or civic organizations.
8. Maintains professional knowledge of criminal law and participates in training programs.
9. Provides support, consultation, and training for less experienced attorneys as needed or directed.
10. Performs other duties as assigned.

JOB QUALIFICATIONS:

1. A Juris Doctorate from an accredited law school is required, along with membership in good standing with the State Bar Association of Michigan and authority to practice law in the State of Michigan.
2. Three or more years of experience practicing law is required. Significant trial and criminal law experience is strongly preferred.
3. Computer skills necessary to effectively utilize word processing, database, spreadsheet and presentation software applications. Ability to use the Internet and e-mail.
4. Possess a valid Michigan vehicle operator's license and 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.
9. Professionalism is an absolute necessity, along with the ability to appropriately handle both confidential information and sensitive situations.

SUPPLEMENTAL INFORMATION:

Position #2020-00060
ASSISTANT PUBLIC DEFENDER II - FALL 2020
MS

jobapps@calhouncountymi.gov