Isabella County Job Posting

Job Title: Assistant Public Defender
Department: Public Defender’s Office
Exempt/Non-Exempt: Exempt
Location: Isabella County, Mount Pleasant, Michigan
Employment Status: Full-time
Starting Salary: $48,898.04

GENERAL SUMMARY
Provides court appointed indigent defense services within Isabella County Courts. Carries a full caseload as determined by the Public Defender. Attends legal and community meetings as directed.

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

- Reviews charging instruments, police reports, and other discovery provided by the Prosecution.
- Promptly meets with clients and learns the client’s goals for the representation and any special needs of the client.
- 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 or designee.
- Determines what legal issues need development, researches those issues, and presents them in the appropriate forum.
- Negotiates with the Prosecution and promptly advises the client of the status of those negotiations.
- Litigates any legal issues that are necessary and appropriate, including bringing cases to trial.
• Conducts any post-trial litigation necessary such as sentencing and post-trial motions (excluding appeals).
• Maintains availability to other staff members for consultation and education; participates in training programs; maintains current knowledge of appropriate support functions.
• Maintains accurate, complete and legible case files.
• Performs duty attorney functions as assigned.
• Completes special projects and other duties as assigned by the Public defender or designee.
• Must follow all Isabella County policies and procedures.
• Performs other duties as assigned.

MINIMUM ENTRANCE QUALIFICATIONS

Education and Experience
• Graduation from an accredited law school and must be a member of the Michigan State Bar in good standing.
• At least two (2) years of criminal defense experience or comparable civil services is desired.

TO APPLY - Interested candidates can obtain a complete copy of the Assistant Public Defender job description and an Isabella County Employment Application at www.isabellacounty.org.

https://www.isabellacounty.org/job-openings/assistant-public-defender/

Applications with cover letter, resume, and Certificate of Admittance to the State Bar of Michigan can be emailed to admin@isabellacounty.org or mailed to:

Isabella County Building
Attn: Margaret M'Avoy
200 N. Main Street, Suite 205
Mt. Pleasant, MI 48858

Application deadline: Open until filled