

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
Benefits:	Medical, Prescription, Dental, Vision, Life, Disability, Paid Time Off and Holidays, Flexible Spending Accounts, Employee Assistance Program, Municipal Employees' Retirement System of Michigan (MERS) Defined Contribution

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 McAvoy
200 N. Main Street, Suite 205
Mt. Pleasant, MI 48858

Application deadline: Open until filled