

CHIEF DEPUTY PUBLIC DEFENDER

Posting Ends:	Open until filled
Annual Salary Range:	\$87,838 - \$109,844
Hours:	Full Time Employee
Location:	Jackson, Michigan
Category:	Attorney

Jackson County seeks an experienced criminal law attorney to assist in the operation of the County's indigent criminal defense program to ensure that adult defendants receive competent legal representation in criminal proceedings. Working under the direction of the Chief Public Defender/ Administrator, the Chief Deputy Public Defender provides administrative and managerial assistance and serves the purpose of a legal representative on behalf of defendants assessed by the courts as being without sufficient means to retain legal counsel. Assists in the development and implementation of policies and procedures and ensures that the Public Defender's Office conforms to the Michigan Rules of Professional Conduct. Assists in the preparation of the department's annual budget and monitors expenditures.

Essential functions include but are not limited to:

1. Provides legal counsel to clients, prepares for court appearances by drafting briefs, researching similar cases, analyzing evidence and planning strategy; represents clients in pre-trial conferences and preliminary examinations; and represents clients in court, delivering the case, presenting statements, arguing motions and calling/examining witnesses.
2. Assists in the development and implementation of long and short term goals, objectives, and work standards for the office.
3. Provides administrative and informational studies related to statistical record keeping and other functional areas. Assists with review of contracts, reports, forms and other materials for completeness, accuracy and conformance to requirements.
4. Monitors legal developments, including legislation and court decisions which may impact the work of the department.
5. With the Chief Public Defender:
 - Provides direct supervision for subordinate staff, including selection, hiring and termination; training scheduling and provision of work assignments; performance management; administration of policy and procedure; and administration of discipline.
 - Implements programs to assess, meet or exceed mandated standards adopted as a requirement by the American Bar Association (ABA) and the State Bar of Michigan (SBM) for competent legal defense services.
 - Approves pre-trial investigations, motions, polygraph examinations and expert witnesses while directing the defense of all criminal cases including in particular those that are the most complex or sensitive criminal cases, to include appearance in court to substitute personally as needed.
6. In the absence of the Chief Public Defender, represents the County at meetings with local, state and federal officials; makes program presentations to the Board of Commissioners; may speak before groups and the media on matters related to the Public Defender's office; acts as media contact for Public Defender's Office.

QUALIFICATIONS:

Education: Juris Doctorate degree with a Certificate of Admittance to the State Bar of Michigan and authority to practice law throughout the State.

Experience: A minimum of ten (10) years of experience in the practice of criminal law or governmental law, including a minimum of two (2) years of experience in the administration of legal services.

Other Requirements: Valid Michigan Drivers' License.

SALARY COMMENSURATE WITH EXPERIENCE; BENEFITS EFFECTIVE DATE OF HIRE

This is an exempt level position with excellent benefits, including health, life, disability, paid time off and holidays, effective date of hire!

CORE BENEFITS (Provided at no cost): \$3,000 Cash-In-Lieu of Insurance; \$30,000 Life Insurance, \$30,000 AD&D; Long-Term Disability; Wellness Benefits; Employee Assistance Program; Paid Holidays; Paid Time Off (based on length of service); Paid bereavement leave; and Education Assistance of up to \$2,000 annually.

OPTIONAL BENEFITS (cost share required): Medical, Prescription, Dental, Vision; Optional Life Insurance for employee, spouse and dependent children; Short-Term Disability; Flexible Spending Accounts (Medical and/or Dependent Care); Consumerism Card; Legal Shield & ID Shield.

Full time employees are also offered an Employer match of up to 5% in our Defined Contribution Plan and greater than two times the employee contribution to our Retirement Health Savings Plan.

Jackson County Core Values:

Quality and Efficiency- Our employees are committed to continuous improvement and getting the most value for the public resources entrusted to them.

Integrity and Ability- Our employees behave in a fair and ethical manner and demonstrate a strong commitment to public services.

Teamwork and Community- Our employees work collaboratively with each other and the community to achieve shared goals.

We're a great place to work and great place to live - check us out!

Join our team, our values, our purpose - Proudly serve the citizens of Jackson County:

* Quality & Efficiency: Our employees are committed to continuous improvement and getting the most value for the public resources entrusted to them.

* Integrity and accountability: Our employees behave in a fair and ethical manner and demonstrate a strong commitment to public services.

* Teamwork and Community: Our employees work collaboratively with each other and the community to achieve shared goals.

To learn more or to apply, search "LIVE, WORK, PLAY JACKSON, MI" or go to <https://www.mijackson.org/31/Live-Work-Play>. All candidates should **submit an updated resume and complete an online employment application at www.bsaonline.com.**