

TITLE	<p><b>CHIEF PUBLIC DEFENDER</b></p> <p>A soon to be formed 501(c)(3) Non-Profit Board of Directors composed of members from Alpena and Montmorency County is seeking applications for a Chief Public Defender for Alpena and Montmorency Counties. The position requires some travel between the two counties for Court and other travel that may be necessary to carry out the duties of the Chief Public Defender</p>
FULL-TIME/PART TIME	Full-Time
LOCATION	Alpena and Montmorency County
SALARY	\$92,000 + benefits
DESIRED QUALIFCATIONS	<p>Juris Doctorate Degree with a Certificate of Admittance to the State Bar of Michigan</p> <p>AND</p> <p>A minimum of seven (7) years of experience in the practice of criminal defense, including a minimum of three (3) years of experience in the administration of legal services. Also a minimum of three (3) capital jury trials that reached a verdict</p>
REQUIRED KNOWLEDGE, SKILLS AND ABILITIES	<p>Comprehensive knowledge of law and legal practices that pertain to constitutional guarantees and due process;</p> <p>Through knowledge of administrative practices;</p> <p>Ability to work with individuals in crisis who may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene;</p> <p>Ability to communicate effectively, both orally and in writing;</p> <p>Ability to handle, as necessary, criminal cases of various kinds in various courts, including but not limited to felony jury trials;</p> <p>Knowledge of HIPPA and other privacy requirements;</p> <p>Strong ability to exercise mature judgment and initiative in analyzing problems and recommending solutions;</p> <p>Strong oral and written skills, strong interpersonal and public relation skills</p>
ADDITONAL REQUIREMENTS	<p>Ability to develop good working relationships with court staff and the public, including community and governmental agencies;</p> <p>Working knowledge of computer applications and associated software;</p> <p>Ability to work under stressful situations;</p> <p>Ability to attend work regularly</p>

GENERAL STATEMENT OF DUTIES

Appointed by and works at the pleasure of the 501(c)(3) Non-Profit Board of Directors. This position plans, organizes and directs the activities and staff of the Public Defender Office. Uses considerable independent discretion at all times as the Public Defender ensuring that constitutional guarantees are upheld, rights are protected and due process is implemented fairly, equally, equitably and consistently.

The Chief Public Defender is responsible for staffing, training, supervising, counseling and discipline for the office. The position ensures that the office meets all constitutional and legislative requirements as they pertain to the representation of indigent adult offenders and provides a high level of indigent defense services.

Directs, develops and implements policies and procedures for the Public Defender Office.

Directs and performs the department's administrative functions. Prepares the department's annual budget; implements the financial and regulatory requirements of the Michigan Indigent Defense Commission (MIDC).

Staff would consist of the Chief Public Defender, three (3) deputy defenders, an office manager and a legal secretary in a non-county owned office.

STATEMENT OF TASKS

Develops necessary policies and procedures to attain and maintain standards of indigent criminal defense as they are proposed and adopted by the Michigan Indigent Defense Commission (MIDC).

Develops and implements long and short term goals, objectives and work standards for the office to include the establishment and direction of programs to maximize operational effectiveness and cost efficiencies; monitors expenditures to ensure that they are within budget guidelines

Plans, organizes, assigns, directs, reviews, and evaluates the work of public defender attorneys and support staff; selects staff personnel and provides for their training and professional development; counsels and disciplines as necessary; coordinate work effort and resolve problems and issues unique to the public defender office staff; provides professional assistance to staff.

Develops, implements and organizes the public defender office.

Reviews or supervises the review of criminal investigations to determine adequacy of evidence to justify searches, seizures and the authorization of charges by the prosecution; directs public defender attorneys in gathering and analyzing case evidence, preparing arguments, filing necessary documents and presenting cases in court; assigns cases to attorneys, functions as the contract administrator for any contracts for the delivery of indigent criminal defense legal services.

Directs the maintenance of accurate legal materials, reports, correspondence and other written materials; substitutes for public defender attorneys as necessary and maintains a full felony and misdemeanor caseload.

Approves pretrial investigations, motions and expert witnesses while directing the defense of all criminal cases including, and in particular those that are the most complex or sensitive criminal cases, to include appearance in court to substitute personally as needed.

Keeps informed of legal precedents and relevant legislation by reading professional journals, court rulings, attending meetings, conferences and CLE opportunities.

Performs other duties as assigned.

#### CONTACT

Send resumé and letter detailing background and experience directly to William A. Pfeifer at Isackson, Wallace & Pfeifer, P.C. 114 S. Second Avenue, Alpena, MI 49707 or email to [bill@alpenalegal.com](mailto:bill@alpenalegal.com)

Resumés will be accepted through Monday, May 17, 2021