

MARQUETTE COUNTY

ASSISTANT PUBLIC DEFENDER – ENTRY LEVEL

General Summary

Under the direction of the Chief Public Defender, serves as attorney for indigent clients throughout Marquette County. Performs legal research using electronic and on line tools. Handles misdemeanor cases in District Court and representation of clients on the first appearance docket. May also represent clients on felony cases in Circuit Court as directed by the Chief Public Defender. Advocates in the best interest for clients.

Essential Functions

1. Provides legal representation to the clients appointed to the office as determined by the Chief Public Defender.
2. Handles misdemeanor cases in District Court and the first appearance docket.
3. Promptly meets with clients to understand goals and expectations.
4. Analyzes charging instrument and discovery as furnished by the prosecution.
5. Conducts on-line investigations and arranges for follow up investigation as necessary.
6. Able to handle all aspects of the client's matter through negotiation, plea, or trial.
7. Maintains appropriate client contact throughout the entire process.
8. Maintains availability for mentoring and consultation as directed by the Chief Public Defender.
9. Maintains relevance on current developments in the law through external and internal trainings and independent study of case law.
10. Ensures that files being handled are kept current as to status so that other members of the office can determine that status.
11. Passionate about advocating for the needs and interests of the client.
12. Ability to perform legal research using electronic and on line tools.
13. Reviews pleadings and court filings from the Public Defender's Office with a high level of scrutiny for proper grammar, style, and relevance.

Other Functions

14. Performs other duties as assigned.
15. Must adhere to departmental standards in regard to HIPAA and other privacy issues.
16. Must adhere to all other County policies and procedures.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications

Education: Must be a graduate from an accredited Law School and a Licensed Member in good standing of the Michigan Bar.

MARQUETTE COUNTY

Experience: Up to three (3) three years in the practice of law, criminal law experience highly desired. Those recently accepted by the Bar strongly encouraged to apply.

Other Requirements: A valid vehicle operator's license; regular, reliable and predictable attendance; comfortable with the daily use of technology; ability to perform without additional clerical support, if necessary; must maintain State Bar of Michigan Certificate of Admittance throughout employment; Must be able to work in highly stressful situations.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements [This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements].

Ability to access all courtrooms within the County.

Ability to remove books and other reference materials from bookshelves and transport to worksite.

Prolonged sitting and standing while in the courtroom.

Ability to carry briefcase, files and legal volumes to courtrooms.

Working Conditions:

This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene. This position is required to travel for meetings and appointments.