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**CALHOUN COUNTY**

**JOB TITLE:**  ASSISTANT PUBLIC DEFENDER

**REPORTS TO:** PUBLIC DEFENDER

**STATUS:**  EXEMPT

**SALARY RANGE:**

**JOB SUMMARY:**

Under the general direction of the Public Defender, provides indigent defense attorney services for Calhoun County.

**PRIMARY DUTIES & RESPONSIBILITIES:**

1. Provides indigent defense services through an active caseload. Meets with client(s), reviews charging documents, police reports, and other discovery or evidence provided by the Prosecution and makes recommendations for defense.
2. Researches and prepares criminal cases for trial, motion, sentencing and other proceedings, including research of applicable law, interviewing witnesses, investigating claims, and developing trial strategies.
3. Appears in court for arraignments, motions, trials, sentencing and other related proceedings.
4. Determines if additional fact investigation is necessary, including the identification, consultation and hiring of applicable experts as approved by the Public Defender or designee.
5. Prepares briefs, legal documents, reports, correspondence and other written materials.
6. Attempts to negotiate and resolve pending cases without a trial where appropriate.
7. Actively participates in programs designed to address the underlying causes and risk factors that lead to involvement in the criminal justice system. These programs may be provided through treatments courts, legal or civic organizations.
8. Maintains professional knowledge of criminal law and participates in training programs.
9. Provides support, consultation, and training for less experienced attorneys as needed or directed.
10. Performs other duties as assigned.

**JOB QUALIFICATIONS:**

1. A Juris Doctorate from an accredited law school. Membership in good standing with the State Bar of Michigan. Third year law students and recent graduates are also encouraged to apply. Continued employment will ultimately be contingent on successful admission to the Michigan State Bar.
2. Computer skills necessary to effectively utilize word processing, database, spreadsheet, and presentation software applications. Ability to use the Internet and e-mail.
3. Possession of a valid Michigan vehicle operator’s license.
4. Strong interpersonal skills necessary to work with a diverse group of county personnel and citizens.
5. The ability to effectively communicate both orally and in writing, including to read and interpret documents, prepare reports and correspondence, and to present information and respond to questions.
6. Reasoning skills needed to define and solve problems, collect data, establish facts and draw valid conclusions.
7. Mental ability to simultaneously handle multiple projects requiring concentration and attention to detail with frequent disruptions.
8. Professionalism is an absolute necessity, along with the ability to appropriately handle both confidential information and sensitive situations.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Physical ability to occasionally lift, push, pull, or carry items weighting up to ten pounds.
2. Physical ability to talk, hear, and communicate verbally with others. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.
3. Occasionally required to perform tasks involving repetitive movement, bending, stooping, kneeling and/or climbing.
4. Occasionally required to sit for extended periods of time.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

1. Normal office environment with occasional discomfort due to heat, dust, noise and the like.
2. Extended work days (beyond 8 hours/day or Saturday/Sunday) are occasionally required.
3. On-call availability to handle work problems, attend meetings, handle emergencies/crisis situations, etc. may be required.
4. Occasional travel between County locations is required. Out of County travel is occasionally required for training purposes.

*This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.*

(Revised October 2023)