

# **ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY KENT COUNTY OFFICE OF THE DEFENDER**

**POSITION:** Attorney  
Starting Salary: \$74,000 plus benefits

## **GENERAL SUMMARY:**

Provides court appointed indigent defense services within Kent County Courts for adult trial services. The attorney carries a full caseload as determined by the Director. This position will primarily represent clients in one of the District Courts that are charged with misdemeanors and probation violations.

## **REQUIREMENTS:**

Attorney licensed to practice law in Michigan Courts. Must be active and in good standing with the State Bar of Michigan.

## **TYPICAL DUTIES:**

1. Reviews charging instruments, police reports, and other discovery provided by the Prosecution.
2. Promptly meets with clients and learns the client's goals for the representation and any special needs of the client.
3. Determines what further fact investigation to undertake and directs that investigation, including the identification, consultation and hiring of applicable experts as approved by the Director.
4. Determines what legal issues need development, researches those issues, and presents them in the appropriate forum.
5. Negotiates with the Prosecution and promptly advises the client of the status of those negotiations.
6. Litigates any legal issues that are necessary and appropriate, including bringing cases to trial, handling probation violations and regularly assigned duties at first appearance.
7. Conducts any post-trial litigation necessary such as sentencing and post-trial motions (excluding appeals).
8. Maintains availability to other staff members for consultation and education; participates in training programs; maintains current knowledge of appropriate support functions, including participation in training and mentoring other attorneys as directed.
9. Maintains accurate, complete and legible case files.

10. Perform other attorney functions as assigned, including possibly being trained in Circuit Court felony procedures.

**OTHER REQUIREMENTS:**

1. Ability to effectively communicate orally and in writing with a variety of people from divergent backgrounds.
2. Ability to operate typical office equipment and technology such as phones, computer, fax, calculator, printer, copier, scanner, digital video and digital cameras.
3. Must maintain regular, reliable and predictable attendance
4. Must have access to reliable personal transportation in order to travel to other courts, access clients and witnesses in correctional facilities, or any other job-related necessity.

**NOTE:**

The successful candidate will model the following attributes:

1. Ability to deal effectively with people of widely divergent backgrounds, within and outside the office, and to relate empathetically to clients and their special needs.
2. Exercise common sense and good judgment
3. Learn quickly and function efficiently under stressful and distracting conditions
4. Accept direction and follow office policies and procedures
5. Work independently as well as cooperatively in a legal services team atmosphere

**SPECIAL NOTE:**

Attorneys may not practice law for compensation outside of the Kent County Office of the Defender during the term of their employment. Permission of the Director is required to be actively involved in representation on a pro bono basis.

This description is intended to describe the type and level of work to be performed by a person assigned to this position. It is not an exhaustive list of all duties and responsibilities required.

**To apply, please submit a resume and cover letter describing your interest in indigent defense to: Kent County Office of the Defender, 250 Monroe Ave. NW Suite 800, Grand Rapids, MI 49503, in person, by mail, or email to [contact@kcod.org](mailto:contact@kcod.org).**

**DEADLINE TO APPLY: March 22, 2024**

**EQUAL OPPORTUNITY EMPLOYER**