ISABELLA COUNTY, MICHIGAN

Position	Assistant Public Defender	**FLSA Status**	Exempt
Department	Public Defender's Office	**Pay Grade**	15.5

GENERAL SUMMARY

Provides court appointed indigent defense services within Isabella County Courts. Attends legal and community meetings as directed.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Reviews charging instruments, police reports, and other discovery provided by the Prosecution.
- Promptly meets with clients and learns the client's goals for the representation and any special needs of the client.
- Determines what further fact investigation to undertake and directs that investigation, including the identification, consultation and hiring of applicable experts as approved by the Public Defender or designee.
- Determines what legal issues need development, researches those issues, and presents them in the appropriate forum.
- Negotiates with the Prosecution and promptly advises the client of the status of those negotiations.
- Litigates any legal issues that are necessary and appropriate, including bringing cases to trial.
- Conducts any post-trial litigation necessary such as sentencing and post-trial motions (excluding appeals).
- Maintains availability to other staff members for consultation and education; participates in training programs; maintains current knowledge of appropriate support functions.
- Maintains accurate, complete and legible case files.
- Performs duty attorney functions as assigned.
- Completes special projects and other duties as assigned by the Public defender or designee.
- Must follow all Isabella County policies and procedures.

- Performs other duties as assigned.

MINIMUM ENTRANCE QUALIFICATIONS

Education and Experience

- Graduation from an accredited law school and must be a member of the Michigan State Bar in good standing.

Licenses or Certifications

- Current State of Michigan driver's license.

OTHER JOB REQUIREMENTS

- Ability to operate technology to search, update, correct and retrieve information.
- Ability to effectively communicate orally and in writing with a variety of people form divergent backgrounds.
- Ability to operate typical office equipment such as phones, computer, fax, calculator, printer, copier, scanner, digital video and digital cameras.
- Must maintain regular, reliable and predictable attendance.
- Possession of a valid driver's license and access to a vehicle in order to access clients and witnesses in correctional facilities.
- Utilize services of interpreters as necessary to communicate with clients, witnesses and other persons related to the case.
- Maintain confidentiality with highly sensitive information.

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Legal processes, Court processes, and criminal case procedures.
- Department and County standards and policies.
- Basic mathematics.
- Principles and practices of employee supervision and department management.
- The functions of various other County departments.
- Modern office procedures, equipment, and applicable software packages.

Skill in:

- Legal processes, Court processes, and criminal case procedures.
- Department and County standards and policies.
- Basic mathematics.
- Principles and practices of employee supervision and department management.

- Modern office procedures, equipment, and applicable software packages.

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	**Seldom or Never**	**Sometimes or Occasionally**	**Frequently or Often**
Office or similar indoor environment			X
Outdoor environment	X		
Street environment (near moving traffic)	X		
Construction site	X		
Clinical health care environment	X		
In the community (homes, businesses, etc.)	X		
Warehouse environment	X		
Shop environment	X		
Detention center or correctional facility		X	
Exposures	**Seldom or Never**	**Sometimes or Occasionally**	**Frequently or Often**
Individuals who are unpleasant or unhappy		X	
Individuals with known violent backgrounds		X	
Communicable diseases	X		
Bodily fluids (blood, urine, etc.)	X		
Infectious waste	X		
Extreme cold (*below 32 degrees)*	X		
Extreme heat (above *100 degrees)*	X		
Moving mechanical parts	X		
Risk of electrical shock	X		
Vibration	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances waste	X		
Loud noises (*85+ decibels)*	X		

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.

This position involves light physical demand, such as exerting up to 20 lbs. of force occasionally, and up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects.