

NORTHEAST MICHIGAN REGIONAL DEFENDER OFFICE

ASSISTANT PUBLIC DEFENDER - LEVEL I

Starting Salary Range: \$75,000-\$85,000

The Northeast Michigan Regional Defender Office is a non-profit organization established for the purpose of representing indigent adults charged with crimes within Alpena, Montmorency, and Oscoda Counties. The office practices a holistic model of representation, integrated with local human service organizations to attend to the whole client, beyond the strict confines of a particular criminal charge.

Core Responsibilities:

- Provides indigent defense services within the Alpena, Montmorency, and Oscoda County Courts.
- Carries a full caseload and receives direct supervision and mentoring from the Chief Public Defender or designee.
- Takes cases involving felony charges (may also be assigned misdemeanor cases as needed)
- Reviews charging instruments, police reports, and other discovery provided by the Prosecution.
- Appears in court for arraignments, motions, trials, sentencing and other proceedings.
- Promptly meets with clients and learns the client's goals for the representation and any special needs of the client.
- Researches and prepares for all stages of proceedings, including research of applicable law, interviewing witnesses, investigating claims, and developing trial strategies.
- Determines what further fact investigation to undertake and directs that investigation, including the identification, consultation and hiring of applicable experts as approved by the Chief Public Defender or designee.
- Prepares briefs, legal documents, reports, correspondence, and other written materials.
- Negotiates with the Prosecution and promptly advises the client of the results of negotiations.
- Litigates any legal issues that are necessary and appropriate, including bringing cases to trial.
- Conducts any post-trial/post-conviction litigation necessary such as sentencing and post-trial motions (excluding appeals).
- Maintains accurate and complete case files on the electronic case management system.
- Completes special projects and other duties as assigned by the Chief Public Defender or designee.
- Becomes familiar with community service organizations and other available resources in order to make appropriate referrals depending on clients' needs.
- Actively participates in available programs designed to address the underlying causes and risk factors that lead to involvement in the criminal justice system. Such programs may include treatment courts, training opportunities, legal or civic organizations, etc.
- Engages in continuing education and maintains professional knowledge of criminal law.
- Other duties as assigned.

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Job Qualifications:

- A Juris Doctorate with license to practice in the State of Michigan and good standing with the State Bar of Michigan.
- A passion for public service.
- Exemplary interpersonal skills.
- Ability to effectively communicate both orally and in writing.
- Legal research and writing experience.
- Computer proficiency, including but not limited to typing ability and familiarity with Microsoft Office and internet research applications.
- At least two years of experience in the practice of criminal law.
- Trial experience a plus, but not required.
- Valid driver's license and reliable vehicle.

Working Conditions:

- Works in office/courtroom setting. May sit or stand for long periods.
- Some travel required, including regular travel between the covered counties.
- May be required to lift up to 40 lbs.
- Exposure to individuals charged and/or convicted of a variety of criminal offenses; including meeting with incarcerated individuals in jail and/or prison settings.

Physical Requirements:

This job requires the ability to perform the essential functions contained in this description. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.

Benefits:

- Competitive salary, attractive benefit package.
- Supportive team environment and positive workplace culture.

How to Apply:

Please send cover letter and resume to Rick Steiger, Chief Defender at rsteiger@nemichdefender.org.

The Northeast Michigan Regional Defender Office is an equal opportunity employer.