**Assistant Public Defender I ($61,163 - $81,964)**

**Duties:**

Provides court-appointed indigent defense services within Berrien County Courts.

Carries a full caseload as determined by the Chief Public Defender.

Attends legal and community meetings.

Reviews charging instruments, police reports, and other discovery provided by the prosecution.

Promptly meets with clients to learn 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.

Determines what legal issues need development and researches those issues.

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.

Performs duty-attorney functions as assigned.

This description is intended to illustrate the type and level of work being performed by persons assigned to this job. It may not be a comprehensive list of all duties and responsibilities required by a person so classified.

**Education and Experience:**

Graduation from an accredited law school.

Must be a member of the Michigan State Bar in good standing.

At least one year of criminal defense experience or comparable civil legal services is desired.

**Special Requirements:**

Must successfully pass a pre-employment physical and drug screen.

Must possess a valid driver’s license and have access to a vehicle.

**Required Knowledge and Skills:**

Ability to operate technology and typical office equipment.

Able to utilize the services of interpreters when necessary.

Effective communication skills, with the ability to relate empathetically to clients with diverse backgrounds and special needs.

Must exercise common sense and good judgment.

Able to maintain confidentiality with highly sensitive information.

Ability to learn quickly, multitask, and function efficiently under stressful and distracting conditions.

Work independently as well as cooperatively in a legal services team atmosphere.

**Note:**

APDs may participate only in Berrien County Public Defender Office assigned legal work for compensation during their employment, with the exception of cases obtained prior to employment with the office. Permission of the Chief Public Defender is required to continue representation on prior non-BCPD cases and/or to be involved in active representation on a pro bono basis.

**LINK TO APPLICATION:** <https://www.berriencounty.org/MyAccount/?from=Url&url=%2FFormCenter%2FPersonnel-Encrypted-32%2FApplication-for-Employment-194>