



## Position: Associate Public Defender I

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**SALARY:** \$67,259.00  
**DEPARTMENT:** Regional Public Defender's Office

### **JOB DESCRIPTION:**

Under the direction and supervision of the Chief Public Defender, serves as the attorney of record indigent defendants in criminal cases ensuring that Manistee and Benzie Counties meet all constitutional and legislative requirements as they pertain to the representation of indigent adult offenders. The Associate Public Defender will maintain full compliance with standards set forth by the MIDC/LARA.

The Associate Public Defender may participate only in assigned legal work from the Manistee/Benzie Regional Public Defender's Office for compensation during their employment, with the exception of cases obtained prior to employment with the office. Permission by the Chief Public Defender is required to continue with prior representations.

### **BENEFITS:**

- Hybrid pension plan which includes a Defined Benefit & Defined Contribution
- Comprehensive Medical, Pharmacy & Dental
- Short-term Disability and Basic Life & AD&D insurance
- Optional Voluntary 457 Deferred Compensation plan, VSP, AFLAC & Life Insurance
- Health & Dependent Flexible Spending Accounts
- Paid Vacation and Personal Time & 13 Holidays
- Vacation rollover and PR payout within Policy Guidelines

### **ESSENTIAL JOB RESPONSIBILITIES/FUNCTIONS:**

- Represents clients in court proceedings, interviews law enforcement personnel, witnesses, correction officers, etc. Engages in negotiations with the Prosecutor and clients; prepares correspondence and legal documents; gathers and reviews case evidence, conducts research and reviews evidence, exhibits, reports, statements, etc.; conducts all aspects of criminal representation including, but not limited to, appearing and arguing in court for

arraignments, probable cause conferences, preliminary hearings, pre-trial motions, probation violation hearings, and trials. Litigate any legal issues that are necessary and appropriate.

- An entry level Assistant Public Defender will primarily represent indigent and partially indigent defendants during arraignments, in misdemeanor cases, and will serve as co-counsel or second chair with a senior Public Defender on high and low severity felony cases.
- Reviews charging instruments, police reports, and other discovery provided by the prosecution, and promptly meet with clients to learn the client's goals for the representation and any special needs the client may require. Determines what further facts need investigating and directs that investigation; determines what legal issues need development and researches those issues.
- Conducts any post-trial litigation, including appeals or probation violations, if assigned.
- Maintains availability to other staff members for consultation and education; maintains current knowledge of appropriate support functions.
- Monitors legal developments, including legislation and court decisions which may impact the work of the Department.
- Maintains confidentiality with highly sensitive information and ensure confidential information is being stored in an appropriate manner consistent with the law and Rules of Professional Conduct. Maintains accurate, complete and legible case files.
- Attend meetings, conferences, and continuing legal education opportunities as approved by the Chief Public Defender.
- Completes special projects and performs other duties as required by the Chief Public Defender or assigned supervisor.

#### **REQUIRED EDUCATION, TRAINING AND EXPERIENCE:**

Education: Graduation from an accredited law school with a Juris Doctor degree, and within four (4) months must have with the ability to attain a Certificate of Admittance to the State Bar of Michigan as evidence of continued good standing and the authority to practice law in the State of Michigan.

Experience: Must demonstrate proficiency relating to basic legal processes, Court processes, and criminal case procedures. Preference will be given to licensed attorneys that meet the criteria outlined in MIDC proposed standard 7, however all interested licensed, or soon to be licensed attorneys are encouraged to apply. Successful candidates will be provided mentoring from experienced trial counsel.

Physical: 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. Must be able to perform essential job functions with or without reasonable accommodations, including, but not limited to, visual and/or audiological appliances and devices to increase mobility. Work is generally performed

in a normal office and court environment with travel through Manistee and Benzie County.

Other:

Must have the ability to operate technology to search, update, correct and retrieve information. Must successfully pass a pre-employment background check. Must maintain regular, reliable, and predictable attendance. Possession of a valid driver's license and access to a vehicle required.

Benzie and Manistee Counties are Equal Opportunity Employers.