**Job Title:** Indigent Defense Career Specialist – West Michigan Region

**Department:** Public Defender

**Reports To:** Operations Manager

**Status:** Full-Time

**FLSA Classification:** Non-Exempt

**Union/Association:** Non-Union

**Pay Grade:** County Non-Union / Grade P-H

**Last Revised Date:** September 2024

**Summary**

Under the administrative supervision of the Operations Manager, the Public Defense Career Specialist serves as the primary coordinator of initiatives intended to both attract new professionals into the field of public defense and ensure employee sustainability within the workplace. The Public Defense Career Specialist will be a member of the Calhoun County Public Defender Office while also assisting other Public Defender Offices in the Western Michigan region. This position plays a critical role in supporting the office’s mission to provide quality legal representation by bringing in top talent dedicated to public service. Calhoun County is committed to developing and maintaining a diverse workplace that provides an inclusive environment with equitable treatment for all employees and the public it serves.

**Primary Duties and Responsibilities**

1. Coordinates with law schools, colleges, graduate schools, and defender leaders to build outstanding internship, externship, and fellowship programs.
2. Assists the Public Defender’s Office in the development and implementation of new programs and partnerships.
3. Trains defender leaders on best-practices in recruitment, retention, culture, and employee well-being.
4. Promotes careers in Michigan’s public defense systems at the local, state, and national level.
5. Collects recruitment metrics, provides reports on hiring progress, and tracks key performance indicators.
6. Screens candidates, selects qualified and interested candidates for the interviewing phase, and connects candidates with the hiring manager.
7. Checks candidates’ references and credentials, verifying experience and background.
8. Follows up with the hiring manager following interviews to determine whether a placement can be made. Collects feedback when a placement is unsuccessful.
9. Arranges meeting locations, travel, and/or accommodations for applicants when necessary.
10. Maintains and ensures compliance with applicable equal employment opportunity (EEO) and related employment laws and regulations.
11. Oversees and manages a pool of candidate relationships, ensuring they feel engaged throughout the process and may match with future opportunities.
12. Implement strategies to attract a diverse pool of candidates emphasizing the Public Defender’s commitment to inclusivity and equity in hiring.
13. Utilize creative sourcing techniques to identify passive and active candidates including social media, job fairs, colleges, job boards, service organizations, etc.
14. Performs other duties as assigned.

**Job Qualifications**

* Bachelor’s degree required.
* Minimum of 2 years of recruitment, human resources, or communication experience, preferably in a legal environment or public sector.
* Outstanding oral and written communication skills are required. Must possess the interpersonal skills necessary to build positive relationships with members of the office, other county departments, Michigan Indigent Defense Commission, outside defender offices, university staff and students, and members of the public.
* Proficient in Microsoft Office software, social media, and applicant tracking systems.
* Creativity and a willingness to develop novel solutions.
* Excellent strategic, problem solving, and decision-making skills.
* The ability to take initiative and work independently.
* Possess a strong commitment to continuing education, training, and professional development along with a willingness to embrace change and new challenges.
* Ability to travel between County buildings and attend off-site meetings as needed, with reliable transportation.
* Ability to work effectively with individuals and groups from a variety of identities, cultures, backgrounds, and ideologies with a commitment to equity and inclusion.

**Supervisory Responsibilities**

None.

**Working Conditions**

Hybrid Work Classification: Hybrid Eligible

Flexibility Classification: Flexible Schedule Eligible

* Normal office environment with occasional discomfort due to heat, dust, and noise.
* Extended workdays (beyond eight hours/days and weekends) are occasionally required.
* Availability to handle work problems, attend meetings, handle emergencies/crisis situations is occasionally required.
* Up to 20% of time may include travel and time in other locations.

*The physical demands described herein are representative of those that must be met by an employee to successfully perform essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. Furthermore, they do not establish a contract for employment and are subject to changes at the discretion of the employer.*