

MARQUETTE COUNTY

DEPUTY CHIEF PUBLIC DEFENDER

Department: Public Defender

Classification: 15

FLSA Status: Exempt

Pay range: Up to \$57.32

Reports to: Chief Public Defender

Union: Non-Represented

General Summary

Under the supervision of the Chief Public Defender, the Deputy Chief Public Defender is both a trial attorney and an administrative attorney tasked with providing court appointed legal representation for indigent clients in the most serious and high conflict criminal cases in Marquette County; mentoring and providing education, support, and leadership for the staff attorneys; assisting and supporting the Chief Public Defender with development and implementation of policies, procedures, and practices of the office; and providing oversight, direction, and leadership of the office in the absence of the Chief Public Defender.

Essential Functions

1. The Deputy Chief Public Defender provides court appointed indigent defense services within Marquette County courts and carries a full caseload, involving the most difficult felony cases and the highest volume of felony cases, as determined by the Chief Public Defender.
2. Initiates prompt meetings with clients to assess litigation and representation goals and to discuss legal representation and development of legal strategies.
3. Reviews charging instruments, police reports, and other discovery provided by the prosecution.
4. Determines what further fact investigation to undertake and directs that investigation, determining what legal issues need development and researches those issues.
5. Drafts and argues pre-trial motions and necessary interlocutory appeals.
6. Negotiates with the prosecution and promptly advises the client of the status of the negotiations.
7. Litigation of any legal issue that is necessary and appropriate, including bringing cases to trial.
8. Conducts any post-trial litigation, maintains current knowledge of appropriate support functions; maintains accurate, complete and legible case files.
9. Maintains availability to other staff members for consultation and education; participates in training programs; maintains current knowledge of appropriate support functions. Provides mentoring, support, education, work direction, and leadership for staff attorneys including maintaining legal and MIDC standards; providing guidance for difficult legal concepts and developing legal strategy; and serving as co-counsel while staff attorneys are preparing for and conducting hearings and trials.
10. Attends continuing education and maintains current knowledge of emerging legal concepts to comply with MIDC standards and to remain effective in the mentoring and guidance of staff attorneys.

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11. Develops and implements office policies, procedures, and practices to ensure compliance with MIDC standards and Marquette County requirements and to improve quality of legal services provided.
12. Assists the Chief Public Defender with administrative functions including personnel issues, financial matters, and the annual budget.
13. In the absence of the Chief Public Defender, provides oversight, direction, and leadership of the office including staff attorneys, administrative and secretarial staff, and contractors. May attend administrative, legal, and community meeting and MIDC conferences and functions.
14. Performs attorney functions, other duties, and special projects, as assigned by the Chief Public Defender or designee.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted, or modified at any time.

Employment Qualifications

Education: Juris Doctor degree with a valid law license from the State Bar of Michigan as evidence of continued good professional standing and authority to practice law through the state.

Experience: Five years of progressively more responsible roles in the practice of criminal law AND significant experience litigating AT LEAST eight felony-level jury trials.

Other Requirements:

- Valid Driver's License
- Reliable and predictable attendance
- Comfortable with the daily use of technology
- Ability to perform without additional clerical support, if necessary
- Must maintain State Bar of Michigan license throughout employment with the County.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements:

- Ability to access all courtrooms within the County.
- Ability to travel.
- Ability to remove books and other reference materials from bookshelves and transport to worksite.
- Prolonged sitting and standing while in the courtroom.
- Ability to carry briefcase, files, and legal volumes to courtrooms.

This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the above requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.

Working Conditions:

- Works in office and courtrooms.
- Occasional extended work days including beyond eight hours, and weekends.
- Exposure to individuals charged and/or convicted of a variety of criminal offenses.