



Position Available – Internal/External Posting **Job Title: Assistant Public Defender**

Classification: Full-time
Full Benefits

Benefits Include: Hybrid Pension – 5% employee contribution
Health, Dental & Vision Insurance – 10% employee contribution
Paid Holidays, Vacation & Medical Leave
Life Insurance
Short-term Disability Insurance

Requirements:

- Graduate of an accredited law school
- Member of the State Bar of Michigan in Good Standing
- At least 3 years of criminal law practice is desired, but not required
- Ability to use a computer
- Ability to effectively communicate in writing and orally with staff, clients, and the court
- Must pass a pre-employment physical and drug screen
- Must possess a valid driver's license
- Must be able to deal effectively with people with widely divergent backgrounds, within and outside of the office
- Must relate empathetically to clients and their special needs
- Must be able to exercise common sense and good judgement
- Must learn quickly and function under stressful and distracting conditions
- Must have the ability to work independently as well as cooperatively in a legal services team atmosphere
- Must meet the continuing education requirements set forth by the MIDC

Duties:

- Provide court appointed indigent defense services in Wexford and Missaukee Counties
- Must review police reports, discovery, and meet with clients to explain the process and review documents with them
- Will handle felony and misdemeanor cases from arraignment through trial and/or plea and sentencing
- This is a full-time position and the successful candidate may not maintain a practice outside of the office

Contact:

For questions regarding this position, contact Johanna C. Carey, Chief Public Defender. 1538 Plett Rd. Cadillac, MI 49601 – 231-444-0480. Submit cover letter, resume and application to the Wexford County Administration Office, 437 E. Division St. Cadillac, MI 49601 or e-mail to administration@wexfordcounty.org.