



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

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. Recent graduates who have taken the Michigan Bar Exam with a high expectation of passing may also apply
- 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
- Must be licensed by the State Bar of Michigan or awaiting the Michigan Bar Exam

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

Deadline: For questions regarding this position, contact Robert A. Champion, Chief Public Defender. 419 N. Lake St. Cadillac, MI 49601 – 231-444-0480. Submit cover letter, resume and application to the Wexford County HR Office, 437 E. Division St. Cadillac, MI 49601. This position will be opened until filled.



Wexford County Position Description
Position: Assistant Public Defender I
Adopted: April 27, 2021

Summary: The Assistant Public Defender provides legal representation for defendants without means to retain legal counsel, after being charged with criminal or civil violations in the Wexford & Missaukee County District and Circuit courts.

Supervision Received: Work is performed under the general supervision of the Chief Public Defender.

Responsibilities, Essential Duties, and Functions: An employee in this position may be called upon to do any or all of the following essential duties. These examples do not include all of the duties which the employee may be expected to perform.

1. Provides indigent defense services by maintaining an active caseload of clients within the Public Defender's Office. Meets regularly with assigned client(s), reviews charging documents, police reports, and other discovery or evidence provided and orchestrates a defense on behalf of the client.
2. Researches, prepares and oversees criminal cases for clients in anticipation of trial, motion, sentencing and other proceedings. Responsible for the research of current case law, directs the interviewing of witnesses, and develops trial strategies for the client.
3. Appears in court for arraignments when necessary, motions, trials, sentencing and other related proceedings on behalf of the client.
4. Develops plans, where necessary, for the use of experts and investigators as approved by the Chief Public Defender.
5. Prepares applicable briefs, legal documents, correspondence and other written materials.
6. Participates in programs and services designed to address the underlying causes and risk factors that lead to client involvement in the criminal justice system, including, but not limited to, treatment courts, legal or civic organizations as well as training and educational opportunities at the local, state and national level.
7. Updates and organizes files; maintains files and filing systems.
8. Maintains professional knowledge of criminal law and participates in training programs as required by MIDC Standards and the Wexford-Missaukee County Public Defender's Office.
9. Provides support and consultation for other assistant public defenders as needed or directed, including sharing information learned in training seminars or in developed specialty areas.
10. Assists in training and instructing new employees, interns or volunteers in the performance of job duties and may, on occasion, lead service training with interns and employees within the office.
11. Performs other duties as assigned.

Essential Functions, Qualifications, and KSA's for Employment: All of the following functions, qualifications, knowledge, skills, abilities (KSAs) and duties are essential. An employee in this class, upon hire, should have the equivalent of the following:

1. This position requires a Juris Doctorate Degree with a Certificate of Admittance to the State Bar of Michigan as evidence of continued good standing and the authority to practice law through the State of Michigan throughout employment with the County.
2. One or more years of experience practicing law is preferred. Trial work exposure to criminal law is strongly preferred.
3. 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.
4. Ability to effectively communicate in writing and orally with staff, clients, and the court; must be comfortable with the daily use of technology.
5. Must possess a high degree of professionalism.
6. Must meet the continuing education requirements set forth by the MIDC.
7. Ability to pass a pre-employment physical, drug screen, and background check.
8. Must possess a valid driver's license.
9. This is a full-time position that requires frequent travel between Wexford and Missaukee Counties; the successful candidate may not maintain a practice outside of the office.

Physical Requirements:

1. Must be able to perform essential job functions with or without reasonable accommodations.
2. Ability to access all courtrooms within the Wexford-Missaukee Court System.
3. Ability to remove books and other reference materials from bookshelves, filing cabinets, and any other necessary locations and transport to worksite.
4. Prolonged sitting and standing while in the courtroom.
5. Ability to carry briefcase, laptop computer and/or any other necessary technological devices, files, and legal volumes to courtrooms.

Working Conditions:

1. Work is generally performed in normal office and court environments with travel between Wexford and Missaukee Counties.
2. Exposure to individuals charged and/or convicted of a variety of criminal offenses.