

**CHIPPEWA COUNTY, MICHIGAN  
POSITION DESCRIPTION**

POSITION TITLE: ASSISTANT PUBLIC DEFENDER

Department: Office of Public Defenders

**Pay Grade: 11**

**Reports To:** Chief Public Defender

**Purpose of Position**

Under supervision of the Chief Public Defender, the Assistant Public Defender provides legal representation to indigent persons charged with a criminal offense in the 91<sup>st</sup> District Court, 50<sup>th</sup> Circuit Court, and assists in Friend of the Court collection matters.

**Essential Duties and Responsibilities**

***The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.***

Coordinates department work activities; organizes and prioritizes department workload; reviews work assignments; monitors status of work in progress; inspects completed work; troubleshoots problem situations.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations. This shall include strict adherence to the MIDC policies and regulations.

Ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals.

Represents clients in all Court proceedings; interviews law enforcement personnel, witnesses, correction officers, and others; engages in negotiations with Prosecutor and clients; prepares correspondence, press releases, and legal documents; gathers and analyzes case evidence; conducts research and reviews evidence, exhibits, reports, statements, etc.; appears and argues in court for arraignments, preliminary hearings, pre-trial motions, presents case, examines and cross examines witnesses; issues subpoenas for witnesses to appear, testify, or provide evidence pertinent to case.

Conducts and/or arranges for investigations; researches experts in a particular field.

Updates and organizes files; maintains files and filing systems.

Prepares and monitors annual budget; reviews office expenditures.

Performs other related essential duties as required.

<b>Minimum Training and Experience Required to Perform Essential Duties and Responsibilities</b>
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Juris Doctorate Degree from an accredited law school.

### **Special Requirements**

Membership in the Michigan State Bar Association and a Notary Public certification is required.

<b>Minimum Physical and Mental Abilities Required to Perform Essential Job Functions</b>
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### **Physical Requirements**

Ability to operate a variety of automated office machines including typewriter, calculator, copier, telephone system, fax machine, shredder, recording equipment, etc.; ability to coordinate hands and eyes in using automated office equipment; ability to operate a computer utilizing word processing, spreadsheet, database, Internet, and other software applications.

Ability to exert physical effort in sedentary to light work involving routine stooping, kneeling, crouching, and reaching; tasks require visual perception and discrimination; tasks may involve extended periods of time at a keyboard or workstation.

### **Supervisory Responsibilities**

Ability to assign, review, plan and coordinate the work of employees.

Ability to evaluate employee job performance.

Ability to provide instruction and training and to respond to employee problems.

Ability to approve the discipline or discharge of an employee.

Ability to recommend the selection of an employee.

### **Mathematical Ability**

Ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

### **Language Ability and Interpersonal Communication**

Ability to comprehend and correctly use a variety of informational documents including police reports, hospital/medical records, bank records, client/witness statements, billing statements, balance sheets, time sheets, and other reports and records.

Ability to comprehend a variety of reference books and manuals including law books, maps, Defender Handbook, etc.

Ability to prepare legal documents, exhibits, case notes, budgets, calendar, memorandum, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information.

Ability to make independent judgments, use common sense, and exercise sound professional judgment in all daily activities; ability to utilize the principles of influence and rational systems in the performance of tasks.

Ability to learn and understand relatively complex legal and counseling terminology, language, principles, and techniques; ability to expound on knowledge of topics related to primary occupation.

Ability to work under stressful conditions, to respond immediately to crisis situations, and to balance priorities within and between offices/departments.

Ability to obtain proper and correct knowledge on various issues and be knowledgeable of resources available; ability to prioritize and manage pressures of multiple demands; must possess skills in problem identification and personal interaction.

Ability to maintain personal composure and tactfully handle difficult situations and interpret questions correctly; ability to behave in a professional manner.

Ability to manage and direct a group of workers; ability to supervise, counsel and mediate; ability to persuade, convince, influence and train others; ability to advise and interpret on the application of policies, procedures and standards to specific situations; ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards.

Ability to communicate effectively with Judges and their staff, attorneys, law enforcement personnel, doctors/health providers, defendants, witnesses, media representatives, DOC personnel, staff, other County personnel, and the general public verbally and in writing; ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice such as in public speaking situations.

### **Environmental Adaptability**

Ability to work effectively in an office, Court, and prison/jail environment.

Essential functions are regularly performed without exposure to adverse environmental conditions.

***Chippewa County is an Equal Opportunity Employer. In compliance with the Americans With Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.***