

Deputy Public Defender - Trial Division Job Description

Department: Public Defender	Approved: 1/10/2019	Revised:
Salary Grade: S-55	Position #: 03	
FLSA Status: Exempt	Title #:	

Position Overview:

The Deputy Public Defender serves as the chief litigator of the Centre County Public Defender Office and exercises supervisory authority over all Assistant Public Defender assigned to the Trial Division. The Deputy Public Defender discharges such other duties and responsibilities of a full-time Assistant Public Defender as assigned by the Chief Public Defender. The Deputy Public Defender will be the Acting Chief Public Defender in the absence of the Chief Public Defender and First Assistant Public Defender.

Essential Job Functions:

1. Litigation of trials, appeals, and collateral review actions.
2. Assigns and prioritizes caseload demands.
3. Investigates assigned cases, interviews and subpoenas witnesses and conducts research in preparation for pre-trial hearings and trials.
4. Participates in selection and training of Assistant Public Defenders.
5. Represents defendant in criminal actions from preliminary hearings through jury trial and final appeal.
6. Prepares post-trial motions, prepares and writes briefs, memos, appeals, and presents oral arguments to courts.
7. Conducts preliminary attorney conferences.
8. Interacts with other internal departments, police and external agencies and general public.
9. Performs duties of the Chief Public Defender in the absence of the Chief Public Defender and First Assistant Public Defender.
10. Visits mental hospitals, jails and state correctional facilities if client is detained.
11. Conducts legal research in preparation of cases and trials.
12. Negotiates plea-bargains with District Attorney for clients.
13. Utilizes computer for docketing, drafting letters and other legal correspondence or reports.

Other Duties:

1. Attends staffings and training sessions.
2. Advises public groups of the functions of the office.
3. Travels as necessary for trial preparations.
4. Performs other job related duties as required.

Supervision Received:

Receives little to no supervision/instruction from Chief Public Defender in regard to performing daily work duties; receives occasional instruction on special projects or trials.

Supervision Given:

Provides administrative and technical supervision and instruction to Assistant Public Defenders, as delegated by Chief Public Defender.

Working Conditions:

1. Works indoors in adequate work space with adequate temperatures, ventilation, and lighting.
2. Works with average indoor exposure to noise, stress, but subject to frequent disruptions.
3. Normal indoor exposure to dust/dirt.
4. Periodically works beyond normal work hours or works on-call as needed.
5. Works daily with volatile and potentially hostile or aggressive clients.

Physical and Mental Conditions:

1. Must be able to sit for long periods throughout the workday, with intermittent periods of standing, walking, bending, twisting, and reaching as necessary to carry out job duties.
2. Dexterity requirements range from simple to coordinated movements of fingers/hands, feet/legs, and torso as necessary to carry out job duties.
3. Light work with occasional lifting/carrying of objects with a maximum weight of 10 pounds.
4. Must be able to pay close attention to details and concentrate on work.
5. Maintains emotional stability during stressful situations.

Education/Training Qualifications:

Juris Doctorate degree. Licensed to practice law in the Commonwealth of Pennsylvania and admission to the Pennsylvania Bar Association. Some training in computers helpful. Continuing legal education required.

Work Experience:

Five to ten (5-10) years' experience working as an attorney with experience in criminal law.

Knowledge, Skills, and Abilities Required:

1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential functions of job.
2. Must possess effective oral and written communication skills.
3. Must possess initiative and problem solving skills.
4. Must possess ability to function independently, have flexibility and personal integrity, and the ability to work effectively with clients, co-workers, and others.
5. Must possess ability to maintain confidentiality in regard to client information and records.
6. Must possess thorough knowledge of criminal and municipal, federal, state laws, and judicial procedures, rules of evidence and sources of legal research.
7. Must possess skill and ability to analyze, organize, and present facts and evidence in legal proceedings.
8. Must possess the ability to litigate cases effectively and prepare necessary briefs and arguments.
9. Must possess the ability to adequately serve as legal counsel to various clients and in regard to various criminal cases.
10. Must possess the ability to practice effective time management, organization skills and to concentrate on work and details of several cases at once.
11. Must possess the technical knowledge of operating computers and other office equipment as needed.
12. Must possess a valid Pennsylvania driver's license and a willingness to travel as needed.

Job Description Acknowledgement

I acknowledge that I have received a copy of my job description. I have read and fully understand the job duties, responsibilities as **Deputy Public Defender - Trial Division**. I further understand that I am responsible for the satisfactory execution of all the duties described therein, under any and all conditions as described above. I hereby accept the position and agree to abide by the requirements and duties set forth.

(Signature of Employee)

(Date)

(Print Name)

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.