



JULY 8, 2020

Applications are now being accepted for the following position in Centre County Government. Those who qualify and are interested should apply at the Human Resources Office, Room 334 Willowbank Building, Bellefonte, PA or call (814) 355-6748 for an application. This posting can be viewed and an application downloaded from our website at [www.centrecountypa.gov](http://www.centrecountypa.gov).

FIRST ASSISTANT PUBLIC DEFENDER

PC #02

Position Overview

**Department:**

Public Defender's Office  
Temple Court Building  
106 East High Street  
Bellefonte, PA 16823

**Base Pay:**

Salary Grade: S-55  
\$50,793.60— \$83,366.40  
Exempt

**Shift Available:**

Full Time (40 Hours)  
8:30am-5:00pm

**Required Education:**

- Juris doctorate degree.
- Licensed to practice law in the Commonwealth of Pennsylvania and admission to the Pennsylvania Bar Association required.

**Required Experience:**

- One to three (1-3) years' work experience as a Public Defender, or similar legal working experience.
- Lead counsel for at least five (5) criminal jury trials.

**Special Requirements**

- Must possess a valid Pennsylvania driver's license and a willingness to travel as needed.

**Applications:**

Applications for this position will be accepted until a suitable candidate is selected.

Summary of Job Functions

- Supervises office staff in absence of Chief Public Defender.
- Counsels and advises Assistant Public Defenders in handling of cases.
- Provides some input in regard to budget preparation.
- Investigates assigned cases, interviews, and subpoenas witnesses and conducts research in preparation for pre-trial hearings and trials.
- Counsels clients.
- Prepares and files motions, briefs, and other legal documents.
- Visits mental hospitals, jails, and state correctional facilities if client is detained.
- Represents client at pre-trial hearings/conferences, other proceedings, arraignments, jury, and non-jury trials, sentencing, and post-conviction hearings.
- Prepares post-trial motions, briefs, and arguments for appeals to Commonwealth, Superior, and Supreme Courts.
- Conducts legal research in preparation of cases and trials.
- Negotiates plea-bargains with District Attorney for clients.
- Utilizes computer for docketing, drafting letters and other legal correspondence or reports.
- Dictates correspondence.
- Interacts with other internal departments, police, and external agencies and general public.
- Assists in training new Assistant Public Defenders when needed.
- Accepts primary representation or supervision for major felony cases.
- Conducts staff meetings and case reviews in Chief Public Defender's absence.
- Attends staffing and training sessions.
- Advises public groups of the functions of the office.
- Travels as necessary for case preparations.
- Performs other job related duties as required.

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