**JOB TITLE: FIRST ASSISTANT PUBLIC DEFENDER**

**DESCRIPTION**

Employee is responsible for administrative and supervisory duties as directed by the Chief Public Defender and represents defendants at all stages of proceedings that threaten loss of liberty.

**SPECIFIC DUTIES**

* Represents criminal defendants at all stages of criminal prosecution (primarily responsible for trials of cases involving homicides and major sexual offenses); includes:
  + Attends court hearings as required;
  + Researches complex legal issues;
  + Prepares complex pre- and post-trial motions;
  + Coordinates and vets expert witnesses as necessary;
  + Interviews and prepares Defendants and witnesses for trial testimony;
  + Tries cases;
  + Prepares and litigates appeals
  + Visits regularly county jails and state correctional institutions.
* Mentors and helps Assistant Public Defenders in motion, trial, and appeal preparation.
* Represents individuals in mental health commitment proceedings, probation/parole violation hearings, contempt hearings, CYS and termination of parental rights proceedings, juvenile matters, and DHS child abuse expunction hearings and appeals as required.
* Sits on Treatment Court Committees and represents clients before Lycoming County Treatment Courts.
* Supervises staff in the absence of the Chief Public Defender.

**SUPERVISORY RESPONSIBILITIES**

Assists Chief Public Defender in mentoring and training Assistants and staff and provides input in policies, and procedures in the office.

**WORKING CONDITIONS**

Regular schedule, but may require additional hours.

**JOB REQUIREMENTS**

* Graduation from recognized college or university and accredited law school with at least 5 years of experience;
* Admission to practice before the Courts of the Commonwealth of Pennsylvania;
* Knowledge of courtroom procedures, Rules of Evidence, and criminal rules and statutes;
* Possession of valid driver’s license.