**ELK COUNTY, PENNSYLVANIA**

**CLASSIFICATION SPECIFICATION**

**CLASSIFICATION TITLE: ASSISTANT PUBLIC DEFENDER**

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to represent and defend indigent clients before the District Judge, Court of Common Pleas, in state Superior and Supreme Courts, in Juvenile Court, and in Mental Health hearings.

**ESSENTIAL FUNCTIONS**

**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.**

Interviews clients; investigates cases; contacts; and, interviews witnesses.

Counsels clients and their families.

Represents clients at arraignments, preliminary hearings, and/or pretrial and post-sentencing motion practice, and appeals

Reads and analyzes various discovery materials in preparing for cases including police incident reports, arrest reports, CDs and DVDs, phone extractions, witness statements, NCIC reports, conviction reports, lab reports, certified criminal and conviction records, medical records, expert reports, driving histories, etc.

Reviews letters, memoranda, notices, complaints, affidavits, case documents, PSI reports, legal reports, transcripts and other legal documents.

Prepares for cases and represents clients in hearings, trials, and summary appeals.

Negotiates plea bargains with District Attorney’s Office.

Prepares letters, legal correspondence, briefs, guilty plea, colloquy forms, subpoenas, petitions, motions, waivers, affidavits, court orders, appeals notices, and other legal documents.

Attends hearings for areas such as summary trials, bench warrants, extraditions, contempt of court, and indigency.

Review parole notices, probation violations, and ARD revocations.

Assists with crime investigation tasks such as inspecting the scene of a crime, photographing evidence, and serving subpoenas.

May assist the Chief Public Defender in coordinating and supervising the office’s internship program.

Performs routine administrative duties including maintaining office files and records, copying and faxing documents, typing forms and reports, and answering the telephone.

**Elk County, Pennsylvania \* Assistant Public Defender\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Confers with clients, witnesses, law enforcement and corrections personnel, probation officers, court clerks, judges, District Attorney, defense counsel, social services personnel, guardian ad litem, private investigators, and others.

Refers to state and federal statutes, legal opinions, treaties, legal textbooks, encyclopedias, law periodicals, case law, and other reference material in performing legal work.

Attends conferences and seminars to maintain knowledge of laws and regulations relating to public defense work.

Travels as necessary to jails, prisons, District Judge’s offices, and Appellate Courts.

**ADDITIONAL FUNCTIONS**

Performs other related duties as required.

**MINIMUM QUALIFICATIONS**

Juris Doctorate degree required. Must possess and maintain a valid Pennsylvania driver’s license. Must be admitted to the Pennsylvania Bar and be a member in good standing of the Pennsylvania Bar.

**Elk County, Pennsylvania \* Assistant Public Defender\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**TO APPLY**

Send cover letter and résumé to: Elk County Public Defender’s Office

 Elk County Courthouse Annex

 300 Center Street, Suite 209

 P.O. Box 448

 Ridgway, PA 15853