

**COUNTY OF CARBON
JOB ANNOUNCEMENT
NON-UNION**

BULLETIN K – 3

POST DATE: November 19, 2021

APPLICATION DEADLINE DATE: November 30, 2021

*Applications to be filed with Human Resources Department – County Administration Building
mail: Carbon County Human Resources, PO Box 129, Jim Thorpe, PA 18229, or
email: carbonhr@carboncounty.net or
fax: 570-325-9492*

POSITION: Full Time Assistant Public Defender

DEPARTMENT: Public Defender

RATE OF PAY: \$58,526.45 - \$63,338.50 per annum

HOURS WORKED: 8:30 – 4:30

OVERALL OBJECTIVE OF JOB: To provide competent legal representation to a wide variety of criminal defendants, alleged incompetents and abused children (and some civil cases).

QUALIFICATIONS:

Juris Doctorate degree, licensed and admitted to Pennsylvania Bar Association or have taken Pennsylvania bar examination. Public defender internship or similar experience preferred.

ESSENTIAL FUNCTIONS OF JOB:

1. Investigates assigned cases, interviews and subpoenas witnesses and conducts research in preparation for pre-trial hearings and trials.
2. Counsels clients.
3. Prepares and files motions, briefs and other legal documents.
4. Visits mental hospitals, jails and state correctional facilities if client is detained.
5. Represents client at pre-trial hearings/conferences, other proceedings, arraignments, jury and non-jury trials, sentencing and post-conviction hearings.
6. Prepares post-trial motions, briefs and arguments for appeals to Commonwealth, Superior and Supreme Courts.
7. Conducts legal research in preparation of cases and trials.
8. Negotiates plea-bargains with District Attorney for clients.
9. Utilizes computer for docketing, drafting letters and other legal correspondence and reports.
10. Prepares correspondence, letters, reports, file notes, etc. through oral dictation or written format.
11. Interacts with other internal departments, police and external agencies and general public.
12. Attends staff and training sessions.
13. Advises public groups of the functions of the office.
14. Travels as necessary for trial preparations.
15. Performs other job-related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Must be able to speak and understand the English language and to follow oral and written instructions.
2. Must possess effective oral and written communication skills.
3. Must possess initiative, creativity 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 technical knowledge of operating personal computers.
7. Must possess a valid Pennsylvania Driver's License and a willingness to travel as needed to complete job duties.
8. Must possess knowledge and ability to effectively and adequately represent a variety of clients in various criminal and civil cases.
9. Must possess ability to understand and interpret constitutional provisions, statutes, administrative regulations and precedents and procedures.
10. Must possess ability to set forth finding of facts and conclusions in written, legal form.
11. Must possess ability to analyze facts, evidence and precedents and arrive at logical interpretation.
12. Must possess ability to effectively coordinate individual cases and also interact with other staff members.

BULLETIN K - 3

POSITION: Full Time Assistant Public Defender

Page 2

WORKING CONDITIONS:

1. Works indoors in adequate workspace, lighting, ventilation and temperature.
2. Frequent exposure to noise, stress, and disruptions.
3. Normal indoor exposure to dust/dirt.
4. Potential exposure to blood borne pathogens and/or communicable diseases.
5. Works in conditions of potential outbursts or aggressive behavior of clients.
6. Travels occasionally as necessary to obtain legal information for cases or to attend meetings/seminars.

PHYSICAL/MENTAL REQUIREMENTS:

1. Must be able to sit, stand for long periods, with intermittent walking, driving and occasional climbing stairs, twisting, stooping, grasping or reaching to carry out job duties.
2. Dexterity requirements range from simple to coordinated movements of fingers/hand; feet/legs; torso necessary to carry out job duties.
3. Sedentary work, with occasional lifting/carrying of objects with maximum weight of ten pounds.
4. Must demonstrate emotional stability.
5. Must be able to cope with the physical and mental stress of the position.
6. Must be able to move frequently throughout the workday.
7. Must be able to pay close attention to details and concentrate on work.
8. Must be able to work with clients who carry or may carry active hepatitis, HIV or other infectious diseases.

EQUAL OPPORTUNITY EMPLOYER