

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

BULLETIN W

POST DATE: April 28, 2021

APPLICATION DEADLINE DATE: May 21, 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: Temporary Full-Time Chief Public Defender Trainee

DEPARTMENT: Public Defender

RATE OF PAY: \$90,000 per year

HOURS WORKED: 8:30 – 4:30

OVERALL OBJECTIVE OF JOB: To oversee and administer a County-wide legal program which ensures that every qualified individual for public defender representation is provided with the counsel of a competent attorney, and to maintain a full caseload of clients.

QUALIFICATIONS:

Juris Doctorate degree licensed and admitted to Pennsylvania Bar Association. 3-5 years working experience as a public defender, or similar legal working experience. Lead counsel in no fewer than 10 criminal jury trials.

ESSENTIAL FUNCTIONS OF JOB:

1. Supervises office staff and operation of Public Defender's office.
2. Counsels and advises public defenders in handling of cases.
3. Prepares department budget and supervises expenditures.
4. Manages caseload and represents those clients at hearings, pre-trial, pleas, bail, trial sentencing, etc. and carries out other duties of a lawyer.
5. Makes departmental policies and procedures.
6. Makes referrals on misdirected requests for assistance.
7. Conducts monthly staff meetings.
8. Performs performance evaluations for staff personnel and supervises other personnel issues. Interviews and recommends the hiring of department personnel.
9. Prepares reports and inquiries for Commissioners and courts.
10. Provides the County and general public with information on the function of the office.

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 the technical knowledge of operating personal computer.
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 analyze facts, evidence and precedents and arrive at logical interpretation.
11. Must possess ability to set forth finding of facts and conclusions in written legal form.
12. Must possess ability to effectively coordinate individual cases and also to interact with other staff members.
13. Must possess ability to supervise, assign work and manage office staff and work of other attorneys.
14. Must possess ability to administer a countywide legal program.
15. Must possess ability to establish a working relationship with local, State and Federal law enforcement officials.
16. Must possess ability to establish budget and supervise expenditures and oversee financial operation of department.

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.

BULLETIN W

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Page 2

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