

PLEASE POST !!!

**OPEN POSITION**

MONROE COUNTY HUMAN RESOURCE OFFICE IS NOW ACCEPTING APPLICATIONS  
FOR THE FOLLOWING POSITION:

**22 ASSISTANT PUBLIC DEFENDER – PD OFFICE**  
**35 hrs./wk. - \$55,927.81/yr**

Current employees who wish to apply for this position should obtain a bid sheet from the County portal and proceed accordingly.

Notice: If you are offered and accept this position you will be mandated to provide a Criminal Background Check (<http://epatch.state.pa.us>) & Child Abuse History (<https://www.compass.state.pa.us/cwis/public/home>) at your cost prior to your hire date as a condition of employment.

POSTED: 7/28/21

REMOVE: **OPEN UNTIL FILLED**

## MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE: ASSISTANT PUBLIC DEFENDER**

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### PURPOSE OF CLASSIFICATION

The purpose of this classification is to represent and defend indigent clients in District Justice Court, Court of Common Pleas, in state Superior and Supreme Courts, in Juvenile Court, and in administrative 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/or interviews witnesses.

Counsels clients and their families.

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

Reads and analyzes various discovery materials in preparing for cases including police incident reports, arrest reports, 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; represents parents in hearings regarding dependency; attends initial and review hearings for children and youth; attends various juvenile hearings related to probation violations, detention, adjudication, and disposition.

Negotiates plea bargains with District Attorney's Office.

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

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

Reviews 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 Public Defender in coordinating and supervising the office's internship program.

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

Confers with clients, witnesses, law enforcement and corrections personnel, probation officers, court clerks, judges, District Attorney, defense counsel, social services personnel, guardians 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.

## **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

Juris Doctorate degree required; supplemented by six (6) months previous experience or training; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid driver's license. Must be a member in good standing of the Pennsylvania Bar.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

**Human Interaction:** Requires the ability to apply principles of negotiation. Performs such in formal situations within the context of legal guidelines.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as odors, disease, or pathogenic substances.

Monroe County, Pennsylvania, is an Equal Opportunity Employer. In compliance with the Americans with 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.