

County of Lebanon

Job Announcement

January 25, 2012

Position: Assistant Public Defender
Department: Public Defender's Office
Room 122, Municipal Building
Lebanon, PA 17042
Available: Immediately
Bargaining Unit: None
Hours: 8:30AM-4:30PM
Salary Range: \$1461.35 biweekly, & up depending on experience
(with most appointments typically being made at the entry level)

A County of Lebanon application must be completed for consideration, and a resume is strongly recommended. Applications will be accepted through Wednesday, February 8, 2012

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

The Assistant Public Defender is responsible for handling all assigned cases from the initial stages to and through the final stages, including appeal, if appropriate. Responsibilities of this position include providing competent legal representation to a wide variety of criminal defendants, juveniles, and other individuals. Other functions consist of investigating assigned cases, interviews and subpoenas witnesses and conducting research in preparation for pre-trial hearings and trials, counseling clients, preparing and filing motions, briefs and other legal documents. Assistant Public Defenders represent clients at pre-trial hearings/conferences, arraignments, jury and non-jury trials, sentencings, post-conviction hearings, prepares post-trial motions, briefs and arguments for appeals to Commonwealth, Superior and Supreme Courts, conducts legal research in preparation of cases and trials, and negotiates plea-bargains with the District Attorney and members of that office on behalf of clients. This job description should not be construed to imply that the above requirements are the exclusive requirements or standards for the position. The Assistant Public Defender position may require the employee to do other functions similar to the above, all of which will be at the direction of the Chief Public Defender.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

Preferred candidates will hold a Juris Doctorate degree from an accredited law school, be licensed in and admitted to the Pennsylvania Bar. Good knowledge of the principles of civil and criminal law, methods and practices of pleading, judicial procedures, rules of evidence, and the ability to analyze, appraise and organize facts and evidence within a case is also required. Candidates must be able to effectively communicate such material in a clear and logical form, as well as possess the interpersonal and professional skills necessary in a court-related professional office. Additionally, the candidate must possess the technical knowledge to operate office equipment and hold a valid Pennsylvania Driver's License and a willingness to travel as needed to complete job duties.

An Equal Employment Opportunity Employer

COUNTY GOVERNMENT EMPLOYEES MAY CONTACT: NON-COUNTY EMPLOYEES MAY CONTACT:

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Lebanon, PA 17042
dnguyen@lebcnty.org

www.lebcounty.org or:
CareerLink
Attn: Mr. Gerald Walls
243 Schneider Dr.
Lebanon, PA 17046
Ph: 274-2554