

# COUNTY OF LEBANON

## Job Announcement

Posting Date: November 24, 2021

<b>Position:</b>	Assistant Public Defender
<b>Department:</b>	Public Defender's Office Room 122 Municipal Building Lebanon, PA 17042
<b>Available:</b>	Immediately Available
<b>Bargaining Unit:</b>	None
<b>Hours:</b>	8:00AM- 5:00PM, Monday through Friday
<b>Pay Grade:</b>	Grade 14 (Non-union Pay Chart)
<b>Salary Range:</b>	\$49,409.9788, Annually, or higher dependent upon experience
<b>Full-time Employee Benefits:</b>	*Paid health, vision, and prescription insurance *Paid Life insurance *Paid Holidays *Paid-time-off *Pension retirement plan *Deferred Compensation plan *Optional Dental, Whole Life, Short Term Disability, Critical Illness & Cancer Plans available

- **A County of Lebanon Application must be completed for consideration for this position.**
- **Applications will be accepted through OPEN**

### **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, sentencing's, 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.

### **Application and resume submission options:**

**Scan and email your application and resume directly to:**

Human Resources  
**Email:** [Apply@lebcnty.org](mailto:Apply@lebcnty.org)

**Mail:**

ATTN: Leeanne Shank, Human Resources Assistant Room 200  
400 S. 8th Street,  
Lebanon, PA 17042

**Fax:** (717) 675-2668

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