

Beaver County
Position Title: Full-Time Assistant Public Defender
Department: Public Defender

Summary: Provides effective legal representation to those who cannot afford an attorney and who has been charged with a crime/delinquent act or other conduct which has the potential for incarceration.

Primary Duties and Responsibilities include the following:

- Defends indigent individuals charged with crimes or other conduct for which a sentence of jail time possible.
- Provides effective representation to clients who are frequently illiterate, uneducated, uncooperative, mentally ill or suffering from drug and alcohol addiction while managing large caseloads.
- Handles magisterial, trial and appellate court proceedings based upon levels of skill, knowledge and experience, as determined by the Chief Public Defender and/or First Assistant.
- Meets with clients when arrested and thereafter and obtains their history to make arguments to the court for release on bond and other matters.
- Maintains timely working relationship with clients in person, by phone and by mail throughout the course of the proceedings.
- Investigates alleged crime or offense by meeting with witnesses, police officers, and reviewing the facts, as may be necessary.
- Meets with the client to discuss the appropriate action to be taken. Analyzes strength of the case, develops an understanding of the possible sentences; and at the client's wishes, meets with prosecutor to resolve the matter prior to the trial.
- May engage the District Attorney's Office or Attorney General's Office in plea negotiations or may involve preparing the case for trial. Case preparation includes researching the law, preparing and filing appropriate motions and devising trial strategy.
- Performs as trial counsel by representing defendants during courtroom proceeding.
- Researches case law, communicates with defendant to determine trial strategy such as cross-examination procedures, witness selection, jury selection, testimony decisions and opening and closing arguments.
- Acts as a negotiator between the defendant and the District Attorney's Office or Attorney General's Office to secure acquittals or reach agreements concerning sentence time which would be the most beneficial for the defendant and Commonwealth.
- Acts as a defense counsel at trial and continues to represent the client at the sentencing hearing if a guilty verdict is rendered at trial. If found guilty, the attorney must review trial transcript, research the law and draft post-sentence motions in order to preserve issues for appellate review. Represents defendants during other court proceedings.
- Prepares pre-trial motions such as Motions to Compel Discovery, Motions to Suppress Evidence, and Motions to Dismiss, which are required to be filled and a hearing set to ensure that they are carried out properly.

- Prepares post-trial and post-sentence matters such as motions to withdraw pleas, motions to reconsider sentence and post-conviction petitions.
- Keeps abreast of developments in the law and attends training sessions to receive CLE credit or other training sessions to enhance his or her knowledge of the law as approved by the Chief Public Defender.
- Maintains contact with the Office of District Attorney, Office of Attorney General, social service agencies, correctional facilities staff, police, and the Coroner's Office.

Qualifications: To perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and/or Experience: Law degree and be a member of the bar in good standing in the Commonwealth of Pennsylvania.

Language Skills: Ability to read, analyze, and interpret legal documents and interpretations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from judges, attorneys and the general public.

Mathematical Skills: Ability to calculate figures and amounts.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Physical Ability: Tasks involve 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 material of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Computer Skills: Must have a basic understanding of using computer based legal research programs; and be able to use a computer. Must have working understanding of Microsoft Word; be able to use email and accessing court docket systems.

Certificates, Licenses, Registrations: Admission to the bar of the Commonwealth of Pennsylvania. Upon request by the Chief Public Defender, any assistant public defender or applicant for the positions of assistant public defender shall submit a certificate of good standing as provided in Pennsylvania Bar Admission Rule 201(d). Pa. Rules of Criminal Procedure 801 certification and experience necessary to handle capital cases. No applicant for the position of Assistant Public Defender shall have any pending criminal charges filed against him or her, other than a minor traffic violation, in this or any other jurisdiction. No application shall have any pending disciplinary complaint or proceeding brought against him or her by the Disciplinary Board of the Supreme Court of Pennsylvania or the Disciplinary board of any other jurisdiction. An applicant to the position of Assistant Public Defender is obligated to disclose at the time of submitting his or her application, any prior criminal charges and convictions, other than a minor traffic violation. The applicant shall further disclose as part of the application process the nature

and results of any disciplinary complaints and proceedings brought against him or her by the Disciplinary Board of the Supreme Court of Pennsylvania, the Pennsylvania Supreme Court of the Disciplinary Board or highest court of any other jurisdiction.

Beaver County, Pennsylvania is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Beaver County, Pennsylvania will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.