



Employee Job Description

Department: Office of the Public Defender

Position Title: Full Time Assistant Public Defender

Pay Classification: P&A Level 9 – (\$65,331/yr. - \$89,493/yr.)
(*Starting wage dependent on past legal experience)

Reports To: Chief Public Defender

Date of Job Description Creation/Update: 2/26/24

Overall Descriptions of the Position:

A Full Time Assistant Public Defender is responsible for the competent representation of juvenile and adult clients in all stages of criminal matters, mental health involuntary commitments and adult state parole violations.

Position Requirements:

- ◆ Minimum Education and/or Experience Required:
 - A Juris Doctor degree
 - Current PA license to practice law in the Court of the Commonwealth of Pennsylvania
 - A member of the bar in good standing in the Commonwealth of Pennsylvania
 - Continuing legal education required
 - Prior criminal law experience preferred but not required
 - Prior trial advocacy experience preferred but not required
- ◆ Ability to build a rapport with clients, including clients with mental illnesses and intellectual and developmental disabilities.
- ◆ Ability to communicate effectively with attorneys, judges, jurors and others, verbally and in writing.
- ◆ Ability to practice effective time management, organization skills and to concentrate and work on details of several cases at once.
- ◆ PA Child Abuse Clearances required
- ◆ Valid driver's license and ability to travel in-county
- ◆ Ability to pass a physical and drug test
- ◆ High level of confidentiality required

Position Duties:

- ◆ Responsible for a full Assistant Public Defender case load
- ◆ Prepare for and represent adults and juveniles for court appearances at all levels of the court system including those of Magisterial District Judges, Court of Common Pleas and all Appellate Courts, both state and federal.
- ◆ Participate in all hearings: Preliminary hearings, bond and bench warrant reviews, omnibus motions, pre-trial conferences, criminal trials, post-trial conferences, appellate argument, and collateral relief.
- ◆ Participate in hearings for mental health involuntary commitments, prepare and file appeals, and appeal court appearances.
- ◆ Participate in hearings for adult state parole violations and appeals to Commonwealth Court.
- ◆ In-person visits with clients at the Mercer County Jail and SCI Mercer state prison.
- ◆ Attend office meetings and conferences as required.
- ◆ Must work regular full time hours M-F 8:30 a.m. – 4:30 p.m. at the office.
- ◆ Other duties as assigned by the Chief Public Defender or First Assistant Public Defender.

To Apply:

Please complete the standard County of Mercer Application and send a letter of interest, salary history, and resume to the following:

Mercer County HR Department
125 South Diamond St.
Suite 17
Mercer, PA 16137

*** The County of Mercer Standard Application can be found at www.mercercountypa.gov or can be obtained by stopping by the Human Resources Office located on the basement level of the Mercer County Courthouse.

Deadline to Apply: March 16, 2024