



Job Description

Department: Public Defender's Office
Position Title: Assistant Public Defender
Pay Classification: ATTY-00-01 \$68,972.91/yr.
Reports To: Chief Public Defender

Position Summary:

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.

Major Duties and Responsibilities:

- ◆ 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.

Job 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

To Apply:

Please complete the standard [County of Mercer Application](#) and send a letter of interest, salary history, and your resume to the following:

Mercer County
HR Department
125 S Diamond Street, Suite 17
Mercer, PA 16137
hr@mercercountypa.gov

Applications can be submitted via USPS, e-mail, or hand delivered.

Deadline To Apply: Position Posted Until Filled