



Job Description

Department: Public Defender's Office
Position Title: First Assistant Public Defender
Pay Classification: ATTY1-00-01 \$76,774.06/yr.
Reports To: Chief Public Defender

Position Summary:

The First Assistant Public Defender acts as a full time Assistant Public Defender with additional day to day staff supervision responsibilities. In the absence of the Chief Public Defender, the First Assistant will perform all the required duties of the office.

Major Duties and Responsibilities:

- ◆ Responsible for a full Assistant Public Defender case load.
- ◆ General Supervision of all office staff (Support Staff and Attorneys) in conjunction with the Chief Public Defender.
- ◆ Responsible for case assignments to the Attorneys.
- ◆ Responsible for trial case assignments in conjunction with the Chief Public Defender.
- ◆ Participates as a team member in defense of homicides, felony and misdemeanor cases, including serving as the lead counsel, in selected cases as directed by the Chief Public Defender.
- ◆ Participates as a team member, or alternate team member, for both the Mercer County Veteran's Court and Treatment Court.
- ◆ Reviews all juvenile files following intake but prior to any scheduled hearing.
- ◆ Serves as a resource regarding the responsibilities of the Public Defender Office in the representation of clients for criminal cases, including probation and state parole revocations, involuntary civil commitments, protection from abuse violations, indirect civil contempt regarding cost/fine collection, and domestic relation non-support violations.
- ◆ Serves as a resource regarding with the Rules of Professional Responsibility and their application to the Public Defender Office.
- ◆ In charge of all training and regular legal updates for Assistant Public Defender Attorneys and staff.

- ◆ Reviews all closed Public Defender files on a regular basis, located in the Mercer County Archives, at the request of MIS, to determine whether the file is retained or destroyed.
 - ◆ Acts as the liaison between the Public Defender Office, District Attorney's Office, Court of Common Pleas, District Courts and Juvenile Probation.
 - ◆ Liaison with state and local agencies on computerization and access to criminal record information.
 - ◆ Serves as a liaison as directed by the Chief Public Defender with outside agencies.
 - ◆ Participates or holds monthly staff meetings, or staff meetings as needed or required.
 - ◆ Must work regular full time hours M-F at the office and must be on call as needed or required after hours and on weekend/holidays.
- Other duties as assigned by the Chief 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
 - Minimum of 5 years of legal practice required; prior practice of criminal law strongly preferred
 - Ability to supervise and work with others as part of a team
 - Past experience with staff supervision strongly preferred
- ◆ High level of confidentiality 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

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