

**JOB DESCRIPTION**

<b>TITLE</b>	<b>Public Defender Staff Attorney</b>
GRANT	TBD
GRANT PERIOD	TBD
FLSA	Exempt-Professional
REPORTS TO	Public Defender Managing Attorney

**BROAD PURPOSE**

Under limited supervision, to practice law aggressively on behalf of eligible clients. The primary role of this position is to represent their defendant in the criminal court system. This encompasses arraignments, pretrial hearings, settlement conferences, trials and sentence hearings. They defend adults and juveniles at the federal, state and local level. This position combines courtroom representation of individual parents with systems and policy advocacy to improve outcomes for vulnerable families. It will entail significant courtroom advocacy with a heavy focus on high-quality client representation.

**PRIMARY OBJECTIVES**

- Participate in all aspects of criminal litigation including, but not limited to, client interviews, factual investigation, legal research/assisting, discovery, preparation of legal documents, briefs, drafting, negotiations, trials, and appellate work in both State and Federal Courts; to appear at administrative hearings.
- Provide direct representation to youth and adults, which includes gathering, mitigating evidence and advocating for their legal interests in administrative proceedings;
- Work with the local agencies to ensure interdisciplinary model provides the best possible representation to the clients, identifying ways to support clients in meaningful ways beyond the hearing representation;
- Manage administrative aspects of the clients appointments, including communicating with local agency staff, ensuring adequate coverage of assigned dockets, and properly recording time spent on program activities;
- Maintain a case management system, record case notes for each client, communicate with staff, record outcomes and complete proper case documentation;
- Develop and cultivate relationships with coalition members (Aftercare workers, service providers, and law enforcement);
- Participate in weekly case review meetings to discuss the pending cases in the program;
- Attend staff meetings, legal team meetings, and other program meetings as assigned;
- Keep abreast of changes in the law and participate in identified trainings to further legal knowledge and skills;
- Experience with use of Westlaw.

**QUALIFICATION**

- JD from an accredited law school
- Active State license and in good standing.
- Three years' experience as a practicing attorney in the area of criminal law.
- Licensed Bar Attorney should be admitted in applicable State they are working in or eligible for admission on motion, or by the next examination, or by waiver. Maintain a valid attorney's license in that state practicing
- Excellent legal research and writing skills
- Handle high caseloads and willingness to meet personally with all clients
- Self-sufficient, motivative, and the ability to work independently
- Legal project management is helpful

**ACKNOWLEDGMENT**

*I have received this job description and have determined that it accurately reflects the position and I can perform these duties.*

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Print Name Signature Date