COUNTY OF ERIE
POSITION ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: SEPTEMBER 18, 2015 **CLOSING DATE: OCTOBER 2, 2015**

TITLE: FULL TIME ASSISTANT PUBLIC DEFENDER **DEPARTMENT: PUBLIC DEFENDER**

BARGAINING UNIT: APPOINTED OFFICIAL **HOURS PER WEEK: 37.5**

SALARY: $23.42 HOURLY /$45,669 ANNUAL
(FINAL SALARY TO BE SET BY COUNTY COUNCIL)

PROCEDURE TO APPLY: Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Personnel Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT www.eriecountygov.org AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.

DEFINITION OF CLASS:

Under general direction represent either adults or juveniles charged with a crime before the Court of Common Pleas.

DUTIES & RESPONSIBILITIES:

Maintain a case load which includes representation of clients from preliminary hearing through trial or representation of clients on appeal. Manage all cases by interviewing clients, witnesses and police officers. Preparing and conferring with investigators for case investigation in anticipation of trial. Research, draft and file all pre-trial motions in a timely manner. Negotiate with the District Attorney's Office any potential plea agreement prior to trial. Prepare and file all post-sentence motions and requests for appellate review in a timely manner.

When representing an appellate client, researching, drafting and filing all appellate pleadings and briefs in a timely manner. Working with the trial attorney to identify issues for appeal. Other duties as required or assigned.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be considered a detailed description of all the work requirements that may be inherent in the job.

KNOWLEDGE, SKILLS, & ABILITIES:

A working knowledge of Pennsylvania Criminal and appellate law and court procedure. Ability to communicate with the Court and clients during the preparation of the case for trial or appeal and during the trial or appeal. Ability to communicate in writing the issues, arguments and requested relief being sought.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

Must be a currently licensed and an active member in good standing of the Bar of Pennsylvania.