Augusta, Georgia
Job Description

Approved Title: Assistant Public Defender II **Job Code:** 27JW **FLSA Classification:** Exempt
Working Job Title: Assistant Public Defender II **Pay Grade:** 27 **Date Revised:**
Department: Public Defender **Original Date Prepared: 4/28/2025**
Reports to: Circuit Public Defender

Does the Position Have Direct Reports? Yes ☐ No ☒
If **Yes, What is the Title of the Position that Reports** to **this Position:**
Is this Position Safety Sensitive? Yes ☐ No ☒

GENERAL SUMMARY:

The Assistant Public Defender II will provide competent and zealous representation and advocacy to indigent clients in Superior Court. This position performs beginning-level professional legal work and may assist in cases of routine complexity. Performs other related duties as required.

KEY RESPONSIBILITIES AND PERFORMANCE STANDARDS

Percentages	Describe the duties and responsibilities of the position in the spaces provided below and assign percentage of time spent on each area on the left column space.
20%	Attends scheduled court appearances; creates new case files, inputs, and records case-related data and notes, logs case activities, and closes files; receives and reviews calendars; and coordinates with court administration, clients, witnesses, experts, and others. Represents clients in court at various stages of cases, including arraignments, preliminary and pretrial hearings, probation and sentencing, post-adjudication/post-conviction hearings, appeals or any related courtroom proceedings: negotiates at all stages on behalf of the client; prepares and argues motions; conducts jury selection, makes opening and closing statements, presents evidence, and questions witnesses; and makes appropriate objections and arguments.
20%	Reviews discovery; interviews clients in and out of custody; requests and inspects records and evidence; review criminal histories; prepares graphics and exhibits; explore alternative explanations for the alleged incident; follows up on defense leads; identifies and interviews witnesses and alibis; observes crime scenes; subpoenas witnesses and prepares them for trial; prepares clients for trial; determines the need for, procures, and interviews expert witnesses; assesses the need for psychological/psychiatric evaluation of client; anticipates legal issues; develops defense theory and case strategies. Receives and reviews various documentation, including, police reports, witness statements, laboratory reports, criminal histories, defense motions, and case law updates; reviews, completes, processes, forwards or retains as appropriate; prepares or completes various forms, reports, correspondence, and other documentation, including a variety of motions, orders, letters, notices, petitions, legal briefs, trial summaries, and departmental reports; compiles data for further processing or use in the preparation of department reports, and maintains computerized and/or hardcopy records
20%	Secures mitigating evidence for sentencing or restitution; reviews court orders and case plans; files related requests, motions, and appeals; advocates for the client; and secures additional services for the client. Argues mitigating evidence; negotiates resolutions with assistant district attorneys; and advises clients regarding the acceptance or rejection of plea offers.
15%	Researches relevant case law and interprets in relation to the facts of the case; researches the terms, procedures, or science used in other fields that may be relevant to a case; prepares briefs and motions and responses to same; writes case summaries; drafts jury charges; and makes trial notes.
15%	Develops trusting and supportive attorney-client relationship; explains and advises clients regarding their rights, the investigative and judicial process, and the advisability of alternative courses of action; provides updates regarding case status. Communicates with prosecuting attorneys, judges, investigators, legal support staff, witnesses, experts, translators, client friends and family, probation officers, supervisor, government officials, other employees, the public, and other individuals as needed to coordinate work activities, review the status of work, present or exchange information, provide legal counsel and interpretation, or resolve problems.
5%	Attends conferences, seminars, meetings, and training events relevant to the area of expertise; keeps abreast of legal changes and participates in professional organizations.
As required	Other duties as assigned.

100% Total: 100 **This section's percentage must total 100%.**

REQUIRED MINIMUM QUALIFICATIONS:
Education: Completion of a law degree.
Experience: Reciprocity AND One year of relevant legal experience. **OR** • One year of experience required at the lower level Attorney 1

Knowledge/Skills/Abilities:

- Possesses One or more year(s) of experience as a practicing attorney.
- Demonstrates the knowledge to conduct case research and documentation.
- Demonstrates knowledge of federal, state, and local criminal laws.
- Demonstrates the knowledge to investigate and prepare cases for hearings and trials.
- Demonstrates proficiency in the performance of the essential duties and responsibilities.
- Ability to make sound and well-informed decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.
- Ability to demonstrate excellent communication and interpersonal skills, including superior written and spoken communication.
- Displays a high level of commitment toward work and a high standard of ethical conduct.

Certification: *NIA*
Licensing: License to practice law in the State of Georgia. Admission to all State trial courts and the Georgia Court of Appeals and Georgia Supreme Court as soon as legally eligible.

OTHER:
Does this position require staff call up in an emergency situation? Yes ☐ No ☒
Is travel from office to other locations required of this position? Yes ☒ No ☐

If yes, what is the percentage of travel involved? Less than 50%? Yes ☒ No ☐ More than 50%? Yes ☐ No ☒

PHYSICAL REQUIREMENTS:
Depending upon area of assignment:
Positions in this class typically require: intermittent sitting, standing, stooping, crouching, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions. Work is performed in an office, courtroom, and jails, sometimes for long period of time.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

FINANCIAL RESPONSIBILITY:
Is this position involved in a budgetary or financial approval responsibility? Yes ☐ No ☒
If yes, please indicate size of budget or financial approval responsibility in annual dollar amount:

TRAINING & SUPERVISORY RESPONSIBILITY:
How many people are being supervised or Trained? None ☒
One staff Yes ☐ No ☐ Two to five staff Yes ☐ No ☐ Six to ten staff Yes ☐ No ☐ More than ten staff Yes ☐ No ☐

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

_____
Employee (Print Name)

_____ _____
Employee Signature Date

_____ _____
Line or Staff Management Date

_____ _____
Department Director/Elected Official Date

_____ _____
Compensation Administration Staff Date

_____ _____
Compensation Manager Date