

Augusta, Georgia

Job Description

Approved Title: Assistant Public Defender **Job Code:** 27JW
Working Job Title: Assistant Public Defender **Pay Grade:** 21
Department: Public Defender
Reports to: Circuit Public Defender

FLSA Classification: Exempt
Date Revised: February 20, 2023
Original Date Prepared: December 26, 2013

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: Under close supervision of the supervising attorney, responsible for conduction legal research including researching precedents in cases. Prepares and disseminates complex documents; compiles and prepares subpoenas, pleadings, etc. Develops and modifies forms and procedures. Delivers legal pleadings.

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.
10%	Provides support and assistance to supervising attorney on a variety of legal matters. Responds to requests for information and provides answers, opinions, and recommendations regarding legal issues.
35%	Assists in the preparation and coordination of cases prior to and during court trials and subsequent appeals.
35%	Participates in the preparation and coordination of cases prior to and during court trials.
15%	Complies with continuing requirements to improve effectiveness. Maintains knowledge of current trends and developments in the field by reading appropriate books, journals, and other literature as well as attending related and mandatory seminars and/or conferences. Applies pertinent new knowledge to performance and other responsibilities.
5%	Interacts with all levels of state government in a way that promotes respect, encourages cooperation, and contributes to excellent performance.
As required	Performs other duties of a similar nature or level.

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

REQUIRED MINIMUM QUALIFICATIONS:
Education: Completion of a law degree. Admission to all State trial courts and the Georgia Court of Appeals and Georgia Supreme Court as soon as legally eligible.
Experience: No experience required, but public defender internship or similar experience preferred.

- Knowledge/Skills/Abilities:**
- Knowledge of statutes, court decisions, state and federal laws and regulations and departmental policy.
 - Ability to perform research and analysis.
 - Ability to draft legal instruments, contracts, proposed legislation, and legal opinions.
 - Ability to analyze, appraise, and organize facts and present such materials in clear and logical form for oral and written presentation.
 - Ability to determine compliance with rules and regulations.

Certification: N/A

Licensing: License to practice law in the State of Georgia OR eligibility to sit for the next State of Georgia Bar examination.

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

PERFORMANCE APTITUDES:

- **Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
- **Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.
- **Equipment:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- **Verbal:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- **Math:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- **Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.
- **Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.
- **Physical Abilities:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.
- **Sensory Requirements:** Some tasks require the ability to communicate orally.
- **Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

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.

REVIEW/APPROVALS

Employee (Print Name)

Employee Signature

Date

Line or Staff Management

Date

Department Director/Elected Official

Date

Compensation Administration Staff

Date

Compensation Manager

Date

