

## GEORGIA PUBLIC DEFENDER COUNCIL

**Working Job Title: Assistant Public Defender 1****Job Title: Attorney 1****Job Code: LEP020****Grade: K****Salary Minimum:** \$44,998.81**Salary Midpoint:** \$59,143.37**Salary Maximum:** \$73,287.92

**Description of Duties:** The Assistant Public Defender 1 will provide competent and zealous representation and advocacy to indigent clients. This position performs beginning level professional legal work and may assist in cases of routine complexity. To be considered for this position, candidates must possess a Juris Doctorate from an accredited college or university and license to practice law in the State of Georgia. Performs other related duties as required.

**Essential Functions and Responsibilities:**

- 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.
- 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.
- 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.
- 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.
- 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.
- Attends conferences, seminars, meetings, and training events relevant to the area of expertise; keeps abreast of legal changes and participates in professional organizations.

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- 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.
- All other duties as assigned.
- Serves at the pleasure of the Executive Director.

THIS IS AN UNCLASSIFIED POSITION.

THE SELECTED APPLICANT FOR THE POSITION WILL BE SUBJECT TO A REFERENCE CHECK.

PLEASE INCLUDE ALL RELEVANT JOB INFORMATION ON THE APPLICATION FOR CONSIDERATION.

**The selected candidate must meet the advertised minimum qualifications and any other qualifications specific to the job responsibilities.**

### **ENTRY QUALIFICATIONS:**

- Juris Doctorate from an accredited college or university AND license to practice law in the State of Georgia OR eligibility to sit for the next Georgia Bar examination.  
**OR**
- Reciprocity (must obtain Law License).

**Note:** Some positions may not allow the eligibility clause.

### **AGENCY QUALIFICATIONS:**

- Juris Doctorate from an accredited college or university AND license to practice law in the State of Georgia.
- 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.
- Ability to demonstrate proficiency in the performance of the essential functions and learn, comprehend, and apply all state or departmental policies, practices, and procedures necessary to function in the position effectively.
- 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.

## **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**