



GEORGIA PUBLIC DEFENDER COUNCIL

Job Title: Attorney II (Working Title – First Appearance Attorney)

Job Code: LEP021

Grade: L

Salary: \$60,000 to \$70,000

Location: Central Office

Duration: Funding is provided for two years after the hire date

Grant Funded: This position is funded through the State of Georgia; funding is apportioned for at least two years of employment after a candidate's hire date.

Description of Duties: The First Appearance Attorney will provide competent and zealous bond advocacy at first appearance hearings to achieve pretrial release of clients. Requires early office arrival and/or late evening departure to adequately prepare for first appearance hearings.

Job Responsibilities and Performance Standards:

- 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.
- 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.
- Communicates with judges, 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.
- Conducts daily discussions with clients to address bond factors.
- Receives and reviews various documents (pull sheets) from jail for first appearance and bench warrant calendars.
- Represent clients with bench warrants.
- Provides advocacy with magistrates to release clients from custody.

- Contact clients' loved ones to advise them of bond release conditions and amounts.
- Routinely input conditions and bond related discussions into client's JCATS file.
- Updates jail with duty attorney contact information to ensure all clients are interviewed prior to first appearance.
- Retrieves and thoroughly reviews all warrants from Odyssey in preparation of court advocacy.
- Collects client contact information from duty attorneys.
- Swiftly determine if conflict exists between co-defendants—if so deliver to Specialized Unit to ensure representation occurs without delay.
- Performs other duties as assigned.
- Serves at the pleasure of the Executive Director.

Technical Competencies:

- Ability to use Nexus/Lexis and/or Westlaw software.
- Ability to prepare and/or coordinate trial documents, evidentiary documents, or exhibits.
- Ability to gather and interpret regulatory provisions and present findings.
- Ability to prepare discovery requests and/or responses.
- Knowledge of program policies and procedures.
- Ability to plan work of staff.

Entry Qualifications:

Juris Doctorate from an accredited college or university AND license to practice law in the State of Georgia. One (1) to three (3) years of relevant legal experience.

Agency Qualifications:

- Demonstrates the knowledge to conduct case research and documentation.
- Demonstrates knowledge of federal, state, and local criminal laws.
- Demonstrates 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.