



GEORGIA PUBLIC DEFENDER COUNCIL

Working Job Title: Legal Services Worker
Job Title: (Part-Time) Legal Services Worker
Job Code: T9501
Grade: TPW

Salary: Hourly

Description of Duties: Conducts research to support a legal proceeding, to formulate a defense, or to initiate legal action for the Circuit Public Defender Office. Ability to work independently and manage a flexible schedule, prepares legal documents and correspondence. Assists legal staff in preparing for court proceedings.

Essential Duties and Responsibilities:

- Conduct legal research to analyze laws, rulings, and precedents.
- Draft and review legal documents, such as contracts, pleadings, and settlement agreements.
- Provide legal counsel and advice to clients and internal teams.
- Manage a flexible workload and balance multiple assignments.
- Prepare for and attend hearings, trials, and other legal proceedings.
- Communicate with clients, colleagues, and court personnel.
- Perform other tasks as needed, such as negotiating with outside counsel or ensuring legal compliance.
- Ability to work on specific projects rather than a full-time caseload.
- 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.

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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