



Working Job Title: Traveling Assistant Public Defender (Grant-Funded)

Job Title: Attorney III

Job Code: LEP022

Grade: M

Salary Minimum: \$46,310.72

Salary Midpoint: \$66,158.17

Salary Maximum: \$81,043.76

Salary: Commensurate with Experience

Location: All GPDC contracted circuits

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 Traveling Assistant Public Defender will provide competent and zealous representation and advocacy to indigent clients. This position performs as a lead attorney, assigned to serious, high-profile, and significant felony cases throughout the state.

Essential Duties and Responsibilities:

- Leads and coordinates daily work activities of assigned co-workers.
- Represents clients in court at various stages of cases, including arraignments, preliminary and pretrial hearings, probation and sentencing, post-adjudication/post-conviction hearings, or any related courtroom proceedings inclusive of all aspects of conducting trials, negotiates on behalf of clients, prepares and argues motions
- 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 as needed
- Reviews discovery; interviews clients in and out of custody; requests and inspects records and evidence; reviews criminal histories; prepares graphics and exhibits; explores alternative theories for alleged incidents; 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 clients; anticipates legal issues; develops defense theories and case strategies.

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- 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 and motions; advocates for the client; and secures additional client services.
- 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.
- Communicates with prosecuting attorneys, judges, investigators, legal support staff, witnesses, experts, translators, client friends and family, probation officers, supervisors, government officials, other employees, the public, and other individuals as needed to coordinate work activities, reviews the status of work, present or exchange information, provide legal counsel and interpretation, or resolve problems.

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.

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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 AND Two years of relevant legal experience

OR

- Two years of experience required at the lower level Attorney 2 (LEP021)

AGENCY QUALIFICATIONS:

- Juris Doctorate from an accredited college or university AND license to practice law in the State of Georgia
- Possesses three years of experience in criminal defense.
- Must be able to demonstrate proficiency in the performance of the essential duties and responsibilities.
- Demonstrates the knowledge to conduct case research and documentation.
- Knowledge of statutes, court decisions, federal and state laws, and local criminal laws.
- Demonstrates the knowledge to investigate and prepare cases for hearings and trials.
- Ability to plan the work of assigned staff.
- Makes 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.
- Demonstrates 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.

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