



## ROCKDALE COUNTY, GEORGIA Assistant Public Defender III

Pay Grade: 32  
Department/Office: Public Defender

FLSA Status: Exempt  
Class Code: 2167

### Job Summary

The Assistant Public Defender III will provide competent and zealous representation and advocacy to indigent clients. This position performs as a lead attorney, assigned to serious and significant felonies, SB440s and appellate cases. Work is assigned by the Public Defender and/or management team in terms of department goals, objectives, and priorities.

### Essential Functions

**Essential Functions:** *These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position.*

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.

Attends scheduled court appearances; 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.

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**Essential Functions (continued)**

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 client services.

Argues mitigating evidence; negotiates resolutions with assistant district attorneys; and advises clients regarding the acceptance or rejection of plea offers.

Research 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, 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.

**Additional Duties:** Employees in this classification may be expected to perform any related duties as required by proper authority.

**Knowledge, Skills and Abilities**

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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**Working Conditions**

Work is typically performed in an office with the employee sitting at a desk and/or in the court room, but may require visits to off-site locations. Normal office conditions. Potential problems may exist with clients exposed to stressful situations. The noise level in the work environment is usually moderate to quiet.

**Minimum Qualifications**

- 1) Juris Doctorate from an accredited college or university.
- 2) License to practice law in the State of Georgia.
- 3) Three (3) years of experience required at the Assistant Public Defender II level,  
OR Five (5) or more year(s) of experience as a practicing attorney.
- 4) Valid State of Georgia Driver's License.

Approvals

DEPARTMENT HEAD/ELECTED OFFICIAL APPROVAL: \_\_\_\_\_

HUMAN RESOURCES APPROVAL: \_\_\_\_\_

BOC APPROVAL: \_\_\_\_\_

DATE OF APPROVAL: \_\_\_\_\_

Revision Date: 12/9/2025

*[Handwritten signature]*  
*Joni Green*  
*Garice Van Noy*  
*12/11/25*