



ASSISTANT PUBLIC DEFENDER JUNIOR ASSOCIATE

POSITION CLASS:

AFSCME Local 496.01

HIRING AUTHORITY:

Public Defender

JOB SUMMARY:

Performs indigent criminal defense for adult criminal cases and a wide variety of legal tasks in the criminal divisions of circuit and district court which includes legal research and representation of clients at all critical stages in accordance with court rules; under the supervision of Chief Public Defender or other licensed attorney.

ESSENTIAL JOB DUTIES AND FUNCTIONS:

- Reviews charging documents, police reports and other discovery as provided by the prosecution.
- Conducts, or assists senior attorneys in conducting, detailed client interviews.
- Determines what further fact investigation to undertake and directs that investigation, including the identification, consultation and hiring of applicable experts as approved by the Chief Public Defender.
- Maintains accurate, complete and legible case files.
- Determines what legal issues need development, researches those issues and presents them in the appropriate forum.
- Negotiates with the prosecution and promptly advises the client of the status of those negotiations.
- Litigates any issues that are necessary and appropriate, including bringing cases to trial, handling probation violations and other hearings pursuant to court rules.
- Performs related work as required.

The above statement of Essential Job Duties and Functions is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of modern principles and practices of law.
- Knowledge and appreciation for the philosophy of holistic indigent defense.
- Ability to analyze legal problems and present findings in an orderly manner.
- Ability to become proficient in the practice of law.
- Ability to communicate on a highly effective basis both orally and in writing.
- Ability to maintain confidentiality with highly sensitive information.
- Ability and desire to work with people of all social strata and the capacity to do so with tolerance, sympathy and objectivity.
- Ability to appreciate the desires, needs and rights of others.
- Ability to operate technology to search, update, correct and retrieve information.
- Ability to work effectively in a team environment.
- Ability to attend work regularly and work under stressful conditions.
- Ability to work independently, collaboratively, and respectfully in a complex, multicultural work environment that values diversity, equity and inclusion.

MINIMUM QUALIFICATIONS:

Graduation from an accredited law school.

-AND-

One (1) of the following: Judicial clerkship experience **-OR-**
Internship/Externship/Fellowship experience **-OR-** Law School Clinic Experience
-OR- Moot Court Team Experience.

PHYSICAL REQUIREMENTS:

- Must be able to perform Essential Job Duties and Functions with or without reasonable accommodations.


Human Resources Director

Established: January 2026

