



GENESEE COUNTY
— M I C H I G A N —

INTERN - PUBLIC DEFENDER

POSITION CLASS:

Part-Time, No Benefit

HIRING AUTHORITY:

Public Defender

JOB SUMMARY:

Interns will gain insight into public service and the operations of the Office of the Public Defender. Provide support to various members of the Public Defense team, assist staff in conducting basic office function as needed, work collaboratively and independently under public defender supervisor; perform related duties as required.

ESSENTIAL JOB DUTIES AND FUNCTIONS:

- Collaborate with staff as an active member of the team.
- Assist in providing support to indigent defense clients.
- Assist in collecting data from multiple sources.
- Assist in client file maintenance.
- Communicate with and provide general information to the public.
- Assist with general office duties.

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:

- Basic knowledge of the scope and purpose of the Office of the Public Defender.
- Strong written and verbal communication skills.
- Self-motivation and the ability to work under minimal supervision.
- Experienced in using Microsoft Office Suite and Outlook.
- Ability to communicate with the general public.
- Ability to maintain confidentiality with highly sensitive information.
- Ability to work independently, collaboratively and respectfully in a complex, multicultural work environment that values diversity, equity and inclusion.

MINIMUM QUALIFICATIONS:

Student working towards an Associate's or Bachelor's degree from an accredited institution of higher education **-AND-** minimum of 3.0 GPA.

PHYSICAL REQUIREMENTS:

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


Human Resources Director

Established: March 2025

