

Mifflin County Position Description

Position Title: Case Manager/Intake Specialist
Date: August 2026
Grade: Temporary, Part-time

Department: Public Defender
Reports to: Public Defender

Purpose of Position

The purpose of this part-time position is to provide administrative support to the Office of the Public Defender. The Office is primarily responsible for representing indigent defendants in criminal cases before the Mifflin County courts. An individual hired to this administrative position will work directly with all staff. The office consists of one (1) full-time, support staff member, (2) part-time, Assistant Public Defenders, and the Chief Public Defender.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and/or assigned.

Elite organizational skills.

Strong ability to multi-task and respond well to fast-paced, high-volume caseload.

Prepare correspondence, maintain office in an efficient, organized manner and assist in maintaining calendar(s).

Schedule appointments and answer telephone.

Assist Public Defenders in preparation for hearings, trials and meetings.

Gather, compile and maintain statistical data; maintain computer databases.

File documents with the appropriate courthouse offices.

Open new cases, create files, and coordinate completion of Public Defender Applications.

Minimum Training and Experience Required to Perform Essential Job Functions

Prior, professional experience in an office setting requiring similar skills, responsibilities, and duties sought for this position will receive strong consideration, particularly criminal justice-related.

An associate's or bachelor's degree relevant to the field and/or requisite responsibilities.
(Preferred/Not Required)

Physical Requirements

Ability to operate a variety of office equipment including, computer, calculator, typewriter, telephone, etc.

Mathematical Ability

Ability to add, subtract, multiply, divide and use of a spreadsheet and all related math functions.

Language Ability and Interpersonal Communication

Conversant in legal terminology, legal research, and data base searches.

Ability to record and deliver information, explain procedures, and follow instructions.

Ability to effectively communicate verbally and in writing with clients, witnesses, courtroom personnel and others.

Ability to work independently with minimum supervision.

Environmental Adaptability

Ability to work effectively in an office, computer and Internet environment.

Ability to use software such as Microsoft Word, Excel and Outlook.

Email Cover Letter & Resume to: publicdefender@mifflincountypa.gov

Mifflin County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.