

## **Mifflin County Position Description**

**Position Title:** Assistant Public Defender  
**Date:** January 2025  
**Grade:** Part-time

**Department:** Public Defender  
**Reports to:** Public Defender

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### **Purpose of Position**

The purpose of this part-time position is to assist the Chief Public Defender in representing clients at all stages of the criminal courts. The Office of the Public Defender is primarily responsible for representing indigent defendants in criminal cases before the Mifflin County courts. An individual hired to this position will work directly with but independent of the Chief Public Defender. It is anticipated that there will be a full-time and a part-time support staff member along with the Chief Public Defender in the office.

### **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.**

Ability to independently manage caseload.

Willingness to accept cases and represent individuals charged with any crime, not to include criminal homicide charges.

Handle representation of adults through all stages from Summary Trial or Preliminary Hearing through appeal.

Represent minors in the juvenile court system.

Meet with incarcerated defendants.

Maintain client communication with those free on bail.

Strong legal research and writing skills.

### **Secondary Duties and Responsibilities:**

Treat people with kindness and respect.

Work well with others in all county court offices.

A strong desire and passion for helping people.

## **Minimum Training and Experience Required to Perform Essential Job Functions**

Licensed to practice in Pennsylvania.

Prior experience in criminal defense. (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.

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.