

## **Mifflin County Position Description**

**Position Title:** Case Manager/Intake Specialist  
**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 provide administrative support to the Public Defender. 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 administrative position will work directly with the Public Defender. It is anticipated that there will be one (1) other support staff member, as well as a Part-time Assistant Public Defender, along with the Chief Public Defender in our 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.**

Elite organizational skills.

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

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

Schedule appointments and answer telephone.

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

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

File documents with the appropriate court house offices.

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

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

Meet with clients at the jail to facilitate completion of Public Defender Applications and complete intake interviews to identify potential needs for outside resources (for example: drug/alcohol assessment, housing, employment).

Coordinate Services without outside agencies for services.

### **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.

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.