



Date of Posting: November 10, 2021  
Applications Accepted Until: Posted Until Filled  
Job Title: Assistant Public Defender  
Department: Public Defender  
Employee Status: Full-Time, Exempt  
Salary: \$60,000 to \$65,000

### **SUMMARY**

Serves as an Assistant in the Public Defender's Office. Provides legal services to indigent Defendants who have been charged with criminal offenses. Position is full-time and includes representation in misdemeanors, traffic offenses, DUI's, felonies, probable cause "Gerstein" hearings and juvenile (JA/JD) actions. This position may also serve any specially set hearings that may be scheduled.

Position is full-time, Monday thru Friday, 8:30 a.m. to 4:30 p.m., with rotating weekend bond court as needed.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING. OTHER DUTIES MAY BE ASSIGNED**

1. Interviews clients in custody and makes initial decisions concerning such things as bail, release from custody and mental competency to stand trial.
2. Interviews clients and witnesses, direct investigations, gathers facts, reviews files and researches the law, in order to prepare adequate defense for clients, including jury and bench trials.
3. Represent misdemeanor, felony or juvenile clients in court arraignments, pre-trial hearing, trials, dispositions and other proceedings, including defending Petitions to Revoke Probation, Supervision or Conditional Discharge.
4. Prepares legal briefs, develops strategy, arguments and testimony in preparation for presentation of case.
5. Advises clients as to court procedures, the options available to them, and the consequences of those actions.
6. Represents clients in court by presenting defenses and analyzing evidence and information as it is conveyed during courtroom proceedings in order to adjust client's defense if necessary.
7. Determines need for expert witnesses for court appearances to provide expert testimony in defense of the client; locates appropriate experts and schedules them for trial if needed for client's defense.
8. Recommends appeals of court decisions to the Chief Public Defender when appropriate, and may assist in preparing appeals for referral.
9. Consults with probation officers concerning probation reports and probation violations.
10. Consults with social workers, probation officers and judges in order to determine appropriate treatment programs to recommend to the client as a part of the defense strategy or treatment.

11. Attends "problem solving courts" including attending seminars.
12. Attends monthly public defender office meetings.
13. Manages own docket and coordinates with all other employees of the office.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of criminal law and procedure and the ability to express ideas and present information both orally and in writing; develop and maintain effective working relationships with co-workers, prosecutors, judges, referees, other professionals, clients and the general public; analyze information and make decisions based on that analysis; conduct interviews, investigations, negotiations, and legal research; and prepare and present legal arguments. Trial experience helpful.

## **EDUCATION AND/OR EXPERIENCE**

Graduation from an accredited college of law

## **LANGUAGE SKILLS**

Ability to read, analyze and interpret common scientific and technical journals, financial reports and legal documents. Ability to respond to common inquiries or complaints from Defendants, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups and/or boards of directors. Trial experience helpful.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ration and percent and to draw and interpret bar graphs.

## **REASONING ABILITY**

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Current license to practice law in the State of Illinois

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and sit.

The employee is occasionally required to walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mainly in offices and courtrooms. Some work involves interviewing clients and witnesses in jail cells or depressed, unpleasant surroundings, clients are accused of criminal activities ranging from minor to major offenses and can be hostile, unstable and potentially dangerous.

Individual must be able to coordinate with others as is necessary in a small office environment.

The noise level in the work environment is usually moderate.

### **TO APPLY:**

Send resume to [HR@grundyco.org](mailto:HR@grundyco.org) with “Assistant Public Defender” in the subject line or mail to Grundy County Administration, Attn: HR 1320 Union Street, Morris, IL 60450

### ***No Phone Calls Please.***

*Grundy County is an Equal Opportunity Employer and will give consideration to all qualified applicants for employment without regard to race, color, religion, national origin, ancestry, age, sex, marital status, order of protection status, disability, marital status, sexual orientation, pregnancy, or unfavorable discharge from military service as those terms are defined in Section 1-103 of the Illinois Human Rights Act (775 ILCS 5/1-103).*