



DAWSON COUNTY GOVERNMENT
25 Justice Way, Suite 2233
Dawsonville, GA 30534
(706) 344-3501

ASSISTANT PUBLIC DEFENDER I
DAWSON COUNTY PUBLIC DEFENDER
Full-Time/ Salary/Exempt

JOB SUMMARY

Under close supervision of the supervising attorney, is responsible for conducting legal research including researching precedents in cases. Prepares and disseminates complex documents; compiles and prepares subpoenas, pleadings, etc. Develops and modifies forms and procedures. Deliver legal pleadings.

ESSENTIAL DUTIES

Provides support and assistance to supervising attorney on a variety of legal matters. Responds to requests for information and provides answers, opinions, and recommendations regarding legal issues.

- Researches for the staff on all matters affected by applicable laws and regulations and of legal ramification.
- Responds to inquiries regarding legal determinations and disseminates written response or reports to interested parties.
- Reviews subpoenas, court orders, affidavits, and other legal documents in order to inform staff.

Assists in the preparation and coordination of cases prior to and during court trials and subsequent appeals.

- Assists in legal research; analyze statutes, case law, and other relevant information in aid of the development of case strategies.
- In conjunction with supervising attorney, prepares petitions, briefs, motions and other legal instruments, reports, and correspondence for both litigation and mitigation phases.

Participates in the preparation and coordination of cases prior to and during court trials.

- Gathers information, identifies and reviews facts and issues in the preparation for trials.
- Gathers documents, prepares exhibits and other necessary items for court.
- Prepares legal document, reports, and statements in connection with litigation/mitigation.

Complies with continuing requirements to improve effectiveness. Maintains knowledge of current trends and developments in the field by reading appropriate books, journals and other literature as well as attending related and mandatory seminars and/or conferences. Applies pertinent new knowledge to performance and other responsibilities.

- Accepts and carries out responsibility for personal growth.
- Attends professional education programs/seminars as mandated by law.
- Incorporates knowledge of pertinent new trends and developments in the field into the performance of responsibilities.

Interacts with all levels of state government in a way that promotes respect, encourages cooperation, and contributes to excellent performance.

- Treats all customers fairly, giving no one preferential treatment.
- Communicates accurate information to all other customers in a professional and courteous manner that conveys a willingness to assist.
- Accepts direction and feedback from supervisors and follows through appropriately.
- Uses as appropriate, established channels of communication.

KNOWLEDGE / SKILLS / ABILITY

KNOWLEDGE OF:

- Knowledge of statutes, court decisions, state and federal laws and regulations and departmental policy.
- Ability to perform research and analysis.
- Ability to draft legal instruments, contracts, proposed legislation and legal opinions.
- Ability to analyze, appraise and organize facts and present such materials in clear and logical form for oral and written presentation.
- Ability to determine compliance with rules and regulations

SKILLED IN:

- Operating modern office equipment, such as a computer, calculator, facsimile machine, and copier.
- Handling high volume of complex work; preparing a variety of material and prioritizing workload.
- Communication, both verbal and written is vital, interpersonal skill as applied to interaction with co-workers, management, attorneys, clients and the general public.

ABILITY TO:

- Effectively present material orally or in written format.
- Establish and maintain an effective working relationship with fellow county employees, department heads, elected officials, county management, attorneys, clients and the general public.

COMPLEXITY

The work consists of related technical and administrative duties. The volume of duties performed and time constraints contribute to the complexity of the work.

CONTACTS

- Contacts are typically co-workers, other county employees, clients, potential clients and the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

ADA MINIMUM REQUIREMENTS

Scope of Performance: The purpose of this position is to provide representation in legal cases against accused. Successful performance contributes to the efficient operation of the department.

Physical Ability: The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee must occasionally lift light and heavy objects, up to 5 pounds regularly and up to 25 pounds occasionally. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Clear hearing and speech are required

Environmental Factors: The work is typically performed in office settings. Fast paced, requiring flexibility in handling a variety of functions simultaneously.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

The Assistant Public Defender with oversight of the Senior Assistant Public Defender assigns the cases in terms of established guidelines. Completed work may be spot-checked for compliance with procedures and the nature and propriety of the final result.

MINIMUM QUALIFICATIONS

Entry Qualifications: Completion of a law degree
AND

- License to practice law in the State of Georgia OR Eligibility to sit for the next Georgia Bar examination.
- Possess a valid Georgia driver license and maintain a satisfactory Motor Vehicle Record (MVR).
- Applicant must be able to pass a background check and drug screening.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read the above job description and understand the requirements.

Signature: _____

Date: _____

Witness: _____