



### Job Description

**Primary Location** United States of America-OHIO

**Organization** Public Defender Commission

**Classified Indicator:** Unclassified

**Bargaining Unit / Exempt:** Exempt

**Schedule** Full-time

**Work Hours:** 8:00 am - 5:00 p.m

**Compensation:** \$16.23 - \$44.93

**Unposting Date** Jan 14, 2019

**Job Function** Attorney/Legal

### Assistant Public Defender 1 (1900002U)

#### Job Duties

The Office of the Ohio Public Defender seeks two Assistant Public Defender 1 (APD 1) in the Ross County Office. These individuals will primarily represent indigent trial-level clients facing felony and misdemeanor criminal charges. They may also represent juveniles accused of delinquency for conduct that would constitute felony or misdemeanor offenses for adults. Note: the position does not involve trial-level representation in federal court and does not involve post-trial representation on direct appeal, state post-conviction, or federal habeas litigation.

The essential duties of an APD1 in the Ross County Office are:

- Prepare cases for trial
- Try cases as lead counsel or co-counsel
- Represent clients in community control violations
- Conduct pre-trial conferences, hearings and plea negotiations
- Examine witnesses
- Present legal arguments and evidence

The qualified applicant will have demonstrated knowledge of, and litigation experience involving the following:

- Substantive and procedural criminal law
- The rules of evidence
- Constitutional law applicable to criminal litigation
- Issues pertaining to trying a criminal case before a jury

**PLEASE NOTE: A LIST OF REFERENCES MUST BE SUBMITTED WITH THIS APPLICATION. Your application will not be considered without a list of references. Your application should also include a cover letter.**

About the Office of the Ohio Public Defender (OPD)

The OPD is the state agency responsible for providing legal representation and other services to people accused or convicted of a crime who cannot afford to hire an attorney.

OPD Mission: Advocating. Fighting. Helping.

OPD Vision: A Fair Justice System.

OPD Values:

- Compassion. We will be mindful of the conditions and experiences that shape those who come to us for help and each other.
- Dignity. We will treat all with respect.
- Equity. Our work and our office will be free from bias or favoritism towards others and each other.
- Integrity. We will act with sound moral character and a dedication to professional and ethical principles for our clients and each other.
- Service. We will dedicate ourselves to protecting the rights of indigent individuals, and in doing so will protect the rights afforded to all citizens by the Constitution.
- Community. We will foster a collaborative and supportive environment and empower each other in our work protecting the rights of our clients.

OPD EEO Diversity and Inclusion Mission: Our commitment to inclusion is inseparable from our commitment to a fair justice system. We strive to ensure inclusive spaces and services for our staff, our clients and our diverse Ohio community. We recognize that we can best meet our public defense mission by recruiting and retaining a diverse workforce. Together, we commit to creating a culture of respect that enacts our values and supports success.

#### Qualifications

Licensed to practice law in State of Ohio pursuant to Section 4705.01 of Revised Code, &/or certified to practice law for a legal service or public defender program, pursuant to Gov. Bar R. XI of the Supreme Court of Ohio.

Knowledge of criminal law; judicial system & process in Ohio; supervision; policies & procedures of Ohio Public Defender Commission (e.g., standards promulgated\*; human relations; general management\*; legal counseling; interviewing; public relations. Ability to deal with many variables & determine specific action; prepare &/or review pleadings, briefs, motions & memoranda; gather collate & classify information about data, people or things; handle complex legal issues involving significant risks, personal pressure & unusual attention to detail; establish good rapport with clients & their families &/or work cooperatively with county public defenders & members of private bar; code items from one symbolic form to another; calculate fractions, decimals & percentages.

(\*)Developed after employment.

This position serves at the pleasure and discretion of the State Public Defender. This position serves in a fiduciary relationship to the State Public Defender and will have an unclassified status per Ohio Revised Code 124.11 (A) (9).

Intentional omission of relevant information, falsification, or misrepresentation of information on the application will disqualify the applicant. In addition, such intentional acts are grounds for immediate termination of an employee.

### **Unusual Working Conditions**

Position requires regular travel to and from Jackson County and Pike County. The demands of representing trial-level clients do not fit neatly into a predictable daily or weekly work schedule. Employees must log 80 hours per two-week pay period. When required to work more than 80 hours in any pay period (e.g., when a client's case goes to trial or entails lengthy work in preparation for trial), compensatory time is accrued, which can be used for paid leave in subsequent pay periods under established regulations.

Position requires visits to local jail to meet with clients and/or witnesses, and may require visits to Department of Rehabilitation and Correction (DRC) and/or Department of Youth Services (DYS) facilities

### **Background Check Information**

The final candidate selected for the position will be required to undergo a criminal background check. Criminal convictions do not necessarily preclude an applicant from consideration for a position. An individual assessment of an applicant's prior criminal convictions will be made before excluding an applicant from consideration. All final applicants tentatively selected for this position will be required to submit to urinalysis to test for illegal drug use prior to appointment. An applicant with a positive test shall not be offered employment.