

Position: Assistant Public Defender

The Montgomery County Public Defender Office is now accepting applications for the position of Assistant Public Defender. We are an office of 39 attorneys and 19 support staff. We handle every aspect of indigent criminal defense from juvenile delinquency to murder. The ideal candidate should have a demonstrated dedication to indigent defense, strong and zealous litigation skills, the ability to work independently managing an active caseload while simultaneously working with a team of dedicated Public Defenders focused on client-centered representation. Our office is committed to seeking and sustaining a culturally and ethnically diverse working environment. We firmly believe that continuing to build a diverse staff with expertise and interest in serving our indigent clientele who come to us with diverse needs, backgrounds and ethnicities and abilities will yield better results for our clients and our office.

The Office is seeking a self-motivated individual to perform legal defense work in criminal, juvenile and appellate cases. The Montgomery County Public Defender Office provides quality legal services for indigent defendants charged with criminal offenses. The Montgomery County Public Defender Office is located at 117 South Main Street, 4th Floor, Dayton, Ohio 45422. This is a full-time position, work hours are 8:30 – 4:30, Monday – Friday. Occasional evening and weekend hours may be required when needed.

Duties include but are not limited to the following: perform legal research, interview clients and witnesses, view crime scenes and perform any other necessary tasks in preparation for trial, gather evidence for cases to formulate defenses and mitigation, subpoena witnesses, represent clients in court, interpret laws, rulings and regulations, confer with colleagues to establish and verify the basis of legal proceedings and help other Assistant Public Defenders by participating in training sessions, offering advice, co-counseling cases and covering cases.

Minimum Qualifications: Be in good standing to practice law in the State of Ohio and maintain ongoing compliance with CLE requirements as defined and determined by the Ohio Supreme Court, the ability to perform the essential duties listed above. Additional qualifications include experience using Microsoft Office products and Internet research tools. A qualified candidate will have the ability to develop and maintain skills in time management and organization as well as work independently and dependently in a team driven environment. The ability to communicate effectively both orally and in writing is also required. An ideal candidate will exercise sound judgment and decision-making and have the ability to handle sensitive information and inquiries from contacts with officials and the general public. Regular travel between the office, courts, jails and crime scenes and occasional travel to other courts and prisons is required. A successful candidate is subject to a drug screen and fingerprint based criminal background check.

Interested candidates need to submit a cover letter and resume to:

Montgomery County Public Defender Office
ATTN: Kelli R Howard, Deputy Director
117 South Main Street, 4th Floor
Dayton, OH 45422