

York County Job Description

Job Title: Assistant Public Defender

Revision Date: 06/05/01

Status: E

Full time **Part time**

Department No. 57

Department Name: Public Defenders
Office

Reports to: Chief Public Defender

Supervisors Name: Bruce P. Blocher

POSITION SUMMARY

The Assistant position is an Attorney position. This position must be familiar the Pennsylvania Laws and Procedures. Must be able to interview clients, photo crime scenes and do extensive legal research. As well as represent clients/patients.

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ESSENTIAL REQUIREMENTS, DUTIES, AND RESPONSIBILITIES

- Must have a law degree.
- Must be admitted to practice law and fully licensed to practice in Pennsylvania.
- Must have good legal writing skills.
- Must have good verbal presentation skills.
- Must comply with mandatory Continuing Legal Education requirements.
- Must be familiar with PA. Rules of Evidence, Criminal Procedure, sentencing Guidelines, Mental Health Procedures Act, Protection from Abuse Act, Domestic Relations, Diagnostic and Statistics Manual IV, Controlled Substance, Dangerous Device, Cosmetic Act, Crimes Code and the Juvenile Act.
- Interview clients, witnesses, and others at the office, prison, District Justices' offices, hospitals, police stations, and occasionally other places.
- Go to crime scenes to photograph, measure, canvass for witnesses.
- Do legal research in the local library, state law library, online, and public and college libraries.
- Write, file and argue legal briefs and motions in the York County Court of Common Pleas, Superior and Supreme Courts of Pennsylvania.
- Represent patients at hearings conducted under the Mental Health Procedures Act at local and Harrisburg State Hospitals and York County Prison.
- Appeal decisions rendered under the Mental Health Procedures Act by the Mental Health Review Officer and occasionally conduct hearings *de novo* at the Court of Common Pleas.
- Represent persons accused of crimes by attending preliminary hearings before District Justices, researching, filing, conducting hearings and arguing pretrial motions, jury and non-jury trials, post-trial motions, sentencing motions, appeals to Superior and Supreme Courts.
- Represent persons seeking relief under the Post-Conviction Relief Act.
- Represent persons at summary trials before District Justices and appeals of summary convictions in the Court of Common Pleas.
- Advise persons charged with crimes about Accelerated Rehabilitative Disposition, Drug Treatment Court, Intermediate Punishment, and dispositions under Pa. R. Crim. P. 586, Sentencing Guidelines.
- Attend Juvenile Delinquency Detention hearings, Adjudication, Dispositions, and review hearings.

Other reasonable duties as assigned by Supervisor.

Requirements are representative of minimum knowledge, skills and abilities. To perform this job successfully, the incumbent will possess the ability or aptitude to perform each duty *proficiently*, and comply with County policies and procedures, as outlined in the County Employee Handbook.

NON-ESSENTIAL DUTIES

(Additional duties that are required, although may be assigned to another employee due to special circumstances applicable to the employee.)

None

PHYSICAL AND MENTAL JOB REQUIREMENTS

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Please check those items that apply to the *essential job functions* of the job title listed above. Each category **must** be completed.

1. Schedule

- Full-Time Day Shift Weekends
 Part-Time Evening Shift

2. Supervision Level

- Extremely Close Supervision
 Moderate Supervision
 Minimal Supervision

3. Initiation of Work

- Supervisor Will Direct to Next Task
 Initiation Helpful, but Not Necessary
 Must Initiate Own Work

4. Independence

- Supervisor Will Cue on a Frequent Basis
 Ability to Complete Assignments with Moderate Oversight Required
 Ability to Complete Assignments with Little Oversight Required

5. Work Routine

- Routine Never Varies; Structure is Tight
 Occasional Routine Change; Generally Planned in Advance
 Routine Changes Often; Little Structure to Task Sequence

6. Rate of Work

- Fast Pace
 Moderate Pace
 Slow Pace

7. Following Directions

- Full Understanding of Both Written and Verbal Instructions Required
 Understanding of Verbal Instructions Only Required
 Understanding of Written Instructions Only Required

8. Communication - English

- Excellent Verbal Communication Skills Necessary
 Basic Verbal Communication Skills Necessary
 Limited or No Verbal Communication Skills Necessary

9. Functional Reading - English

- Fluent Reading
- Simple Reading
- Recognition of Signs/Symbols
- No Reading Skills Required

10. Hearing

- Ability to Hear Required
- Eyewear
- Hearing Not Required

Seeing

- 20/20 Vision with Corrective
- Limited Vision
- Vision Not Required

11. Functional Math

- Complex Computational Skills (Accounting and Financial Skills)
- Simple Computational Skills (Add, Subtract, Multiply, Divide, Percents)
- Simple Counting Skills
- No Mathematical Skills Needed

12. Interaction with Customers

- High Visibility, Frequent Interaction Required
- High Visibility, Infrequent Interaction Required
- Low Visibility, Frequent Interaction Required
- Low Visibility, Infrequent Interaction Required
- No Interaction Necessary

13. Appearance Requirements

- Compliance with Employee Dress Code Required
- Compliance Not Required due to Nature of Job

14. Time

- Must Tell Time to the Minute
- Must Recognize Specific Times (Arrival, Departure, Breaks, Lunch)

15. Orientation (Familiarity with Surroundings)

- Work Area
- Room Only
- Building Only
- Several Blocks From Building

16. Mobility Skills

- Mobility Within the Building
- Mobility Within a Four-Block Radius
- Driving Required

17. Sitting

- 75% - 100%
- 50% - 75%
- 25% - 50%
- Less than 25%

Standing

- 75% - 100%
- 50% - 75%
- 25% - 50%
- Less than 25%

18. Bending

- Knees and Waist
- Knees Only
- Waist Only
- No Bending Required

19. Lifting

- Greater than 30 lbs.
- 10 - 30 lbs.
- Less than 10 lbs.
- No Lifting Required

20. Reaching

- Greater than 6 Feet
- 2 - 6 Feet
- Less than 2 Feet
- No Reaching Required

These statements are intended to describe the nature and level of work being performed by people assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of the job incumbents.