

County of Berks

POSITION DESCRIPTION FORM

Position Title: Assistant Public Defender I

Department: Public Defender's Office **Reports To:** Supervising Assistant Public Defender
(Title)

Wage Category: **Exempt** **Non-Exempt**

EEO-1 Category: _____ **Union Classification:** _____

POSITION SUMMARY:

Provides legal representation for indigent persons at Summary Hearings, Preliminary Hearings, Mental Health Hearings, State Parole Violation Hearings, Appeals, and Juvenile Court.

POSITION RESPONSIBILITIES:

Essential Functions

1. Represent* Public Defender Clients at Summary Hearings;
2. Represent* Public Defender Clients at Preliminary Hearings;
3. Represent* Public Defender Clients at Mental Health Hearings;
4. Represent* Public Defender Clients at State Parole Violations;
5. Prepares appellate briefs, and argues appellate issues before Appeals Court;
6. Represent* Public Defender Clients in Juvenile Court.

* Representation includes meeting clients, evaluating case and evidence, providing advice to client, negotiation with police and District Attorney's Office as well as conducting hearings.

Effective Date:

Revision Date: 1/14/2008

Reviewed:

Non-Essential Functions

1. Filing documents and client files;
2. Miscellaneous typing and data entry.

MINIMUM EDUCATION AND EXPERIENCE:

1. Juris Doctorate Degree from an accredited Law School;
2. Admission to the Pennsylvania Bar.
3. Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

1. General knowledge of Pennsylvania Criminal Law; and
2. Ability to use Windows based computer programs;
3. Possess good problem solving and organization abilities; and
4. Possess good oratory and decision making skills; and
5. Excellent interpersonal skills; and
6. Ability to work independently.

PHYSICAL DEMANDS:

N/A

WORKING ENVIRONMENT:

May be called from time to time to go to Berks County Prison, State Prisons, as well as meet with in-custody clients.

This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.

Effective Date:

Revision Date: 1/14/2008

Reviewed: