



## County of Berks POSITION DESCRIPTION FORM

<b>Position Title:</b>	<b>Assistant Public Defender I-III</b>		
<b>Department:</b>	Public Defender's Office	<b>Reports To: (Title)</b>	Supervising Assistant Public Defender
<b>Effective Date:</b>		<b>Revision Dates:</b>	January 14, 2008 November 19, 2019
<b>Wage Category:</b>	<input checked="" type="checkbox"/> <b>Exempt</b>	<input type="checkbox"/> <b>Non-Exempt</b>	
<b>EEO-1 Category:</b>	Professional	<b>Union Classification:</b>	N/A

### POSITION SUMMARY:

Provides legal representation for indigent persons at Summary Hearings, Preliminary Hearings, Mental Health Hearings, and State Parole Violations. Prepares appeals. Represents clients in Juvenile Court and the Court of Common Pleas (misdemeanors and minor felonies).

### 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;
7. Represent\* Public Defender Clients in court of Common Pleas; misdemeanor and minor felony cases;
8. 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.

#### ***Non-Essential Functions***

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

### MINIMUM EDUCATION AND EXPERIENCE:

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

**MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:**

- General knowledge of Pennsylvania Criminal Law; and
- Ability to use Windows based computer programs;
- Possess good problem solving and organization abilities; and
- Possess good oratory and decision-making skills; and
- Excellent interpersonal skills; and
- Ability to work independently.
- Ability to handle stress.
- Physical presence in the office and in the office is required.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to be mobile, speak and hear. The employee frequently is required to sit and reach with hands and arms. The employee maybe required to stand. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

**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.*