

GEORGIA PUBLIC DEFENDER STANDARDS COUNCIL



Job Title: Assistant Public Defender II

Salary Minimum: \$40,884

Salary Midpoint: \$53,618

Salary Maximum: \$66,351

Job Description:

Under general supervision, is responsible for litigating cases handled by the Circuit Public Defender Office. Writes legal opinions, interprets laws. Conducts legal research including researching precedents. Provides recommendations and advice on the legal implications of current processes affecting cases; functions as co-counsel at trials, assisting the supervising attorney as needed. May train and supervise law student interns.

Job Responsibilities and Performance Standards:

- **Provides advice, counsel, support and technical assistance to supervising attorney on a variety of legal matters. Responds to requests for information and provides answers, opinions, and recommendations regarding legal issues.**
 - Advises supervising attorney on all matters affected by applicable laws and regulations and of legal ramifications.
 - Responds to inquiries regarding legal determinations and disseminates written responses or reports to interested parties.
 - Reviews subpoenas, court orders, affidavits, and other legal documents in order to advise staff.
- **Assists in the coordination and implementation of due process procedures and procedures for appeals as provided for in applicable legislation. Prepares and coordinates cases prior to and during court trials and subsequent appeals.**
 - Conducts legal research, analyzes statutes, case law, evidence and other relevant information in order to develop case strategies.
 - Appears with and for defendants in court, making appropriate legal motions, pleas, and arguments on points of law.
 - Participates in jury selection; may make opening statements and final arguments and summations in the defense of the accused.
 - Prepares petitions, briefs, arguments, motions, pleadings, and other legal instruments, reports, and correspondence, and argues in the appropriate forum – trial or mitigation phase.
 - Presents oral arguments in applicable forum, presents evidence, conducts direct and cross-examination of witnesses, asks appropriate questions and follow-ups.

- **Participates in the preparation and coordination of cases prior to and during court trials.**
 - Investigates cases, gathers information, and identifies and reviews facts and issues in the preparation for trials in order to determine facts of the case.
 - Gathers documents, secures and prepares appropriate witnesses, prepares exhibits, and/or prepares for court appearance.
 - Compile and submit evidence, legal documents, reports, and statements in connection with litigation/mitigation.
- **Complies with continuing requirements to improve effectiveness. Maintains knowledge of current trends and developments in the field by reading appropriate books, journals, and other literature as well as attending related and mandatory seminars and/or conferences. Applies pertinent new knowledge to performance and other responsibilities.**
 - Accepts and carries out responsibility for personal growth.
 - Attends professional education programs/seminars as mandated by law.
 - Incorporates knowledge of pertinent new trends and developments in the field into the performance of responsibilities.
- **Creates and maintains a high performance environment characterized by positive leadership and a strong team orientation.**
 - Defines goals and/or required results at the beginning of performance period and gains acceptance of ideas by creating a shared vision.
 - Communicates regularly with staff on progress toward defined goals and/or required results, providing specific feedback and initiating corrective action when defined goals and/or results are not met.
- **Interacts with all levels of state government in a way that promotes respect, encourages cooperation, and contributes to excellent performance.**
 - Treats all customers fairly, giving no one preferential treatment.
 - Communicates accurate information to all other customers in a professional and courteous manner that conveys a willingness to assist.
 - Accepts direction and feedback from supervisors and follows through appropriately.
 - Accepts responsibility for mistakes and takes action to prevent similar occurrences.
 - Uses as appropriate, established channels of communication.

Sample Technical Competencies:

- Knowledge of statutes, court decisions, state and federal laws and regulations and departmental policy.
- Ability to perform research and analysis.
- Ability to draft legal instruments, contracts, proposed legislation and legal opinions.
- Ability to analyze, appraise and organize facts and present such materials in clear and logical form for oral and written presentation.
- Ability to determine compliance with rules and regulations

Entry Qualifications:

Completion of a law degree

AND

License to practice law in the State of Georgia OR Eligibility to sit for the next Georgia Bar examination

AND

One year of relevant legal experience OR One year of experience at the lower level as an Assistant Public Defender I.

Career Development Levels:

Assistant Public Defender III

Assistant Public Defender IV