

Job Title:

Part-time Assistant Public Defender, 12<sup>th</sup> Circuit Court Judicial District, Forrest County, MS.

Salary: \$48,000 without benefits.

Job Description: Representation of indigent citizens accused of felonies in Forrest County, MS.

Essential Job Functions:

- Analyze and interpret law and apply the same to the facts of each case.
- Maintain and review case files for each client to the case's conclusion.
- Meet with clients to review and discuss each case and client's options.
- Comply with all procedural deadlines imposed by the Circuit Court.
- Represent clients in all stages of the proceedings, including, but not limited to, arraignment, docket call, motion and plea hearings, trial and post trial motions.

Minimum Qualifications: Candidate must possess a J.D. and a license to practice law in all Mississippi State Courts. Preference will be given to attorneys with jury trial experience.

Required knowledge, skills and abilities:

- Knowledge of court procedures and practices.
- Knowledge of Mississippi Rules of Criminal Procedure, Rules of Evidence, all other Rules of Court, and Mississippi Code Annotated and their application to criminal cases.
- Ability to learn, access, and navigate Mississippi Electronic Courts system and Jail Tracker system.
- Ability to utilize computer software programs such as Word, WordPerfect, etc.
- Ability to maintain confidential information.
- Ability to communicate effectively both orally and in writing.
- Ability to perform legal research.
- Ability to interact effectively and professionally with clients, co-workers, colleagues, Judges, other departments and the public.
- Ability to return calls and emails in a timely manner.
- Ability to meet in person with clients who are incarcerated prior to applicable court dates and deadlines.
- Ability to respect client decisions and provide zealous representation despite differences of opinion.

Additional Requirements:

All applicants must be, and remain in, good standing with the Mississippi Bar Association and the Supreme Court. All applicants must maintain all professional license requirements and required Continuing Legal Education credits. All applicants must possess and maintain a valid driver's license.

Submit resumes to Candy Rickman at [candy@co.forrest.ms.us](mailto:candy@co.forrest.ms.us).