



## **JOB DESCRIPTION**

**JOB TITLE:** Assistant Public Defender

**DEPARTMENT:** Public Defender's Office

*This job description on should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the essential function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA), reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.*

**JOB OBJECTIVE:** The position of Assistant Public Defender consists of the legal representation using the holistic approach of indigent defendants who have been charged with a felony crime in Pearl River County and may also include the representation of defendants charged with misdemeanors in justice court.

### **ESSENTIAL JOB FUNCTIONS:**

- 1. Review case files for those clients assigned to the attorney.**
- 2. Meet and/or speak with clients as needed to discuss their respective cases and the resolution thereof.**
- 3. Appear as directed by the Public Defender to appear before the Justice Court of Pearl River County, the Municipal Court of Poplarville, and/or the Municipal Court of Picayune for preliminary hearings.**
- 4. Appear in Circuit Court for docket call, motions, plea hearings and/or trial.**
- 5. Assist clients in obtaining drug treatment, mental health, and/or other needs that may impact the resolution of their respective cases.**

**MINIMUM QUALIFICATIONS:** Candidate must possess a J.D. degree and a license to practice law before all state courts within the State of Mississippi.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- **Knowledge of court procedures and practices**
- **Knowledge of the Mississippi Rules of Criminal Procedure, Mississippi Rules of Evidence, and any other Mississippi Rules of Court, and how each applies to criminal cases**
- **Ability to access computer information contained in the court screens and from the jail management system; additionally, Pearl River County utilizes MEC for court filings and notices**
- **Skill in the operation of office equipment and computers**
- **Ability to use various computer software programs, such as, word processing**
- **Ability to communicate effectively both orally and in writing**
- **Ability to maintain confidential information**
- **Ability to perform legal research**
- **Ability to interact effectively with employees in other units of the organization, other departments, management, outside agencies and/or the public**

**ADDITIONAL REQUIREMENTS: Must possess a valid Mississippi Driver's License before employment and maintain licensure for duration of employment in this position.**

**SALARY: Negotiable**

**Point of Contact:  
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**Please email letter of interest and resume/CV**