

Job Title: Assistant Public Defender

Location: Purvis, Lamar County, Mississippi

Salary: Dependent upon experience

Job Objective: The position of Assistant Public Defender consists of legal work that involves representation of indigent citizens accused of committing felony and misdemeanor crimes.

Essential Job Functions:

The work requires analyzing and interpreting statutory and case law and applying the facts to the law. It requires the ability to work well with people, efficient use of court time and exceptional organization skills.

- Review case files for those clients assigned to the attorney
- Meet and discuss with clients as needed
- Appear timely for docket call, motions, plea hearings and/or trial as directed in Circuit Court
- Assist clients in obtaining drug treatment, mental health and/or other needs that may impact the resolution of their respective cases
- Preparing documents prior to court date for presentation to the court

Minimum Qualifications:

Candidate must possess a J.D. degree and a license to practice law in all state courts within the State of Mississippi. Preference is given for attorneys with jury trial experience.

Required knowledge, skills and abilities:

- Knowledge of court procedures and practices
- Knowledge of the Mississippi Rules of Criminal Procedure, Mississippi Rules of Evidence and all other Mississippi Rules of Court and how each applies to criminal cases
- Knowledge of Mississippi Code annotated as amended as it applies to criminal cases
- Ability to access computer information contained in MEC, the Circuit Clerk's criminal system and the jail
- Ability to use various 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 with employees in other units of the organization, other departments, management, outside agencies 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 court dates
- Remain in good standing with the Mississippi Bar and the Mississippi Supreme Court

Additional Requirements:

All applicants must possess a valid Mississippi Driver's license and maintain licensure for the duration of this position. Additionally, the applicant must maintain all professional licensure requirements of the Mississippi Bar and all CLEs must continually be up to date. All applicants must be in good standing with

the Mississippi Bar and the Mississippi Supreme Court and remain in such standing for the term of employment.

Submitting Applications:

Any interested individual may apply by submitting a resume, cover letter and references to: publicdefender@lamarcountyms.gov.

This position description is not an exhaustive list of the tasks for this position. It is intended to identify the essential functions and minimum qualifications of this job. Supervisors or Judges may require you to perform other tasks and perform other related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to: court attendance, getting along with others, and dealing with and working under stress. Your evaluation is based in part upon your performance of the tasks listed in this position description and these other tasks. The Board of Supervisors of Lamar County has the right to revise this position description at any time. This position description is not a contract for employment, and either you or the County may terminate employment at any time, for any reason.

Lamar County is an Equal Opportunity Employer