

**POSITION DESCRIPTION
COUNTY OF KOSCIUSKO, INDIANA**

POSITION: Deputy Public Defender
DEPARTMENT: Public Defender
WORK SCHEDULE: As scheduled
JOB CATEGORY: SO (Special Occupations)

DATE WRITTEN: June 2025
DATE REVISED:

STATUS: Full-time
FLSA STATUS: Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Kosciusko County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless those accommodations would present an undue hardship.

Incumbent serves as Deputy Public Defender for the Kosciusko County Public Defender's Office, responsible for representing indigent clients charged with criminal conduct or other legal matters.

DUTIES:

Represents indigent persons, including criminal prosecutions, criminal juvenile proceedings, TPR-CHINS matters, investigations, preparation of and trial of cases before the court or jury as assigned.

Meets and communicates with clients to discuss cases, including scheduling appointments in office, jail, electronic communication, or location as appropriate.

Prepares for hearings by sending subpoenas, preparing exhibits, viewing evidence, gathering pertinent information, preparing questions and arguments, determining trial strategy, and preparing clients and witnesses for trial. Presents and argues cases before the Court.

Drafts motions, petitions, pleadings, legal memorandums, and briefs, including wide variety of correspondence, court documents, and other necessary writings.

Attends training, meetings, conferences, seminars, workshops, and related professional education development programs as assigned.

Responds to emergencies on a 24-hour basis.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Doctor Jurisprudence with license to practice law in the State of Indiana. Must be an active member in good standing with the Indiana Bar Association.

Thorough knowledge of and ability to apply federal, state, and local laws and ordinances to a wide variety of individual situations and circumstances for the preparation of cases, defense of clients before the court and/or jury and research federal and state statutes and state and local rules relating to defense of indigent clients.

Thorough knowledge of standard legal procedures and practices of Kosciusko County Court, with ability to effectively prepare and argue cases before the court and/or jury.

Working knowledge of standard office policies and procedures with computer skills, including word processing, spreadsheet, email, internet, and Department-specific software systems, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling, and punctuation, and ability to prepare court and legal documents and written reports, maintain accurate and organized files, and prepare and deliver public speaking presentations.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Shall comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing with co-workers, other County departments, law enforcement agencies, medical and mental health facilities, courts, DCS, clients and their families, witnesses, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to understand, memorize, retain, and carry out written and oral instructions and present findings in oral or written form.

Ability to properly operate standard office equipment, including computer, scanner, copier, fax machine, transcriber/Dictaphone, and telephone.

Ability to provide consistent high-quality representation and appropriate philosophy and skills to ensure work is done in highly professional and ethical manner.

Ability to conduct legal research and interview and investigate offenders, victims, witnesses, crime scenes, and other persons/areas as individual cases demand.

Ability to apply knowledge of people and locations, plan and layout work assignments, and utilize good judgment in complicated situations.

Ability and willingness to fairly represent clients amidst potential controversy, unpopularity, and lack of support from the public.

Ability to organize diverse work assignments, plan and coordinate activities of subordinates, and maintain constructive relationships.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with hostile/irate persons.

Ability to compile, compare, analyze, and evaluate data, and make determinations, and act based on data analysis.

Ability to work independently, with others in a team environment, and as a member of a committee, often amidst frequent distractions and interruptions, and under pressure from formal schedules, deadlines, and high-volume operations.

Ability to occasionally travel out of town for seminars, conferences, or investigations, sometimes overnight.

Ability to respond to emergencies on a 24-hour basis.

Possession of a valid driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent exercises analytical techniques to address problems that are embedded within the wide range of duties performed. Independent judgment is frequently needed to determine the impact of decisions on total operations and/or sets of cases. Incumbent operates within very general guidelines, adapting guidelines and rules to fit unique circumstances.

III. RESPONSIBILITY:

Incumbent performs duties within general guidelines. Incumbent is responsible for addressing unusual problems and/or circumstances and may discuss these with supervisor. Incumbent's work product is periodically reviewed upon conclusion for soundness of judgment and conformity with departmental standards.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent communication with co-workers, other County departments, law enforcement agencies, medical and mental health facilities, courts, DCS, clients and their families, witnesses, and the public for the purpose of maintaining cooperative work relationships, assisting with Department operations, preparing and arguing cases before the court, providing counsel, guidance, and mentoring, and negotiating and resolving problems.

Incumbent reports directly to the Chief Public Defender.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and in a courtroom, involving sitting/standing/walking for long periods, sitting/walking at will, keyboarding, driving, lifting/carrying objects weighing under 50 pounds, bending/crouching/stooping, close vision, speaking clearly, hearing/communication, and handling/grasping/fingering objects. Incumbent maintains considerable contact with the public and may be exposed to hostile/difficult individuals.

Incumbent is occasionally required to travel out of town for seminars, conferences, or investigations, sometimes overnight. Incumbent is required to serve on 24-hour call for emergencies.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Deputy Public Defender for the Kosciusko County Public Defender's Office describes the duties and responsibilities for this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties as outlined?

Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name