

LAWRENCE COUNTY PUBLIC DEFENDER AGENCY

DEPUTY PUBLIC DEFENDER

JOB DESCRIPTION

Summary/Objective

The Lawrence County Public Defender Agency (LCPDA) is seeking applications for a criminal defense lawyer. LCPDA is committed to client-centered representation of indigent people. Its deputies advocate zealously for justice for our clients. The ideal candidate will uphold LCPDA's principles for client-centered, zealous advocacy by providing an ardent defense and bringing smart and caring legal counsel to individuals accused of crimes or facing deprivation of parental rights. The successful candidate will be qualified to handle Level 1 through Level 4 felonies, pursuant to the Indiana Public Defender Commission Standards and Guidelines, Standard E. The Standards and Guidelines may be retrieved from <https://www.in.gov/publicdefender/files/pdc-standards-non-cap-updated-9-25-19.pdf>.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Interview clients charged with felonies and misdemeanors to determine their sides of the story
- Create and maintain case information, representing facts to aid the preparation of each assigned case
- Represent individuals at investigative proceedings, including working closely with medical and forensic teams
- Investigate alleged crimes and offenses by interviewing witnesses and police officers and reviewing facts
- Meet with clients to discuss and provide information of appropriate actions that can be taken and to determine if pre-trial motions must be filed
- Study and interpret laws court decisions and other legal authorities to determine correlation with assigned cases
- Write pleadings, motions, briefs and legal arguments to be presented in court at the time of trial
- Establish and maintain close contacts with defendants by paying regular visits to correctional facilities
- Act as a negotiator between defendant and prosecutors to secure acquittals or reach sentencing agreements
- Prepare and timely file pre-trial motions
- Handle post-trial matters such as motions for appeal, sentence modifications, and post-conviction petitions
- Maintain confidentiality of department information and records according to state requirements
- Supervise investigations, examine evidence, and prepare and present cases in assigned criminal actions

Competencies

- Working knowledge of standard office policies and practices, and relevant state and federal law
- English grammar, spelling, and punctuation
- Ability to prepare related reports as required or requested
- Effective oral and written communication skills
- Maintain confidentiality of department information/records according to state law
- Ability to work both independently and with others in a team environment
- Availability to work extended hours and occasional out-of-town travel to training, seminars, and conferences, sometimes overnight
- Maintain accurate and organized records

Required Education and Licensing

Law Degree (J.D.)

Licensed by the Indiana State Bar

AAP/EEO Statement

Lawrence County provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Lawrence County complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, transfer, leaves of absence, compensation and training.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this job. Duties, responsibilities, and activities may change.

Job Type: Full-time

Salary: \$65,000.00 - \$70,000.00 per year

Benefits:

- 401(k)
- Dental insurance
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

To apply: Please send your resume and cover letter to Kathy McDowell, kmcdowell@incrimlaw.org

Lawrence County is an Equal Opportunity Employer.