

COUNTY OF LEBANON

Job Announcement

Posting Date: January 2, 2025

Position:	Assistant Public Defender
Department:	Public Defender's Office Room 122 Municipal Building Lebanon, PA 17042
Available:	Immediately Available
Bargaining Unit:	None
Hours:	8:00AM- 5:00PM, Monday through Friday
Pay Grade:	Grade 15 (Non-union Pay Chart)
Salary Range:	\$65,000.00 Annual, and up dependent upon experience
Full-time Employee Benefits:	*Paid health, Vision, Prescription, and Dental insurance *Paid Life insurance *Paid Holidays *Paid -time-off *Pension retirement plan *Deferred Compensation plan, Employee Assistance Program, Employee Wellness Program! <i>Optional Employee Paid Benefits:</i> Whole Life, Short Term Disability, Critical Illness, Accident, & Cancer, and Pet Insurance.

- ***A County of Lebanon Application must be submitted for consideration for this position. Resume is required.***
- **Applications will be accepted through OPEN**

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

The Assistant Public Defender is responsible for handling all assigned cases from the initial stages to and through the final stages, including appeal, if appropriate. Responsibilities of this position include providing competent legal representation to a wide variety of criminal defendants, juveniles, and other individuals. Other functions consist of investigating assigned cases, interviews and subpoenas witnesses and conducting research in preparation for pre-trial hearings and trials, counseling clients, preparing, and filing motions, briefs, and other legal documents. Assistant Public Defenders represent clients at pre-trial hearings/conferences, arraignments, jury and non-jury trials, sentencing's, post-conviction hearings, prepares post-trial motions, briefs, and arguments for appeals to Commonwealth, Superior and Supreme Courts, conducts legal research in preparation of cases and trials, and negotiates plea-bargains with the District Attorney and members of that office on behalf of clients. This job description should not be construed to imply that the above requirements are the exclusive requirements or standards for the position. The Assistant Public Defender position may require the employee to do other functions similar to the above, all of which will be in the direction of the Chief Public Defender.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

Preferred candidates will hold a Juris Doctorate degree from an accredited law school, be licensed in and admitted to the Pennsylvania Bar. Good knowledge of the principles of civil and criminal law, methods and practices of pleading, judicial procedures, rules of evidence, and the ability to analyze, appraise and organize facts and evidence within a case is also required. Candidates must be able to effectively communicate such material in a clear and logical form, as well as possess the interpersonal and professional skills necessary in a court-related professional office. Additionally, the candidate must possess the technical knowledge to operate office equipment and hold a valid Pennsylvania Driver's License and a willingness to travel as needed to complete job duties.

Application and resume submission options:

1. Scan and email your application and resume directly to: Human Resources

Email: Apply@lebanoncountypa.gov

Mail:

ATTN: Lebanon County Human Resources
400 S. 8th Street, Room 200
Lebanon, PA 17042

Fax: (717) 675-2668

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