

JOB OPENING

Job Title:

Full-time Assistant Public Defender, 12th Circuit Court, Hattiesburg, Forrest County, MS.

Salary:

Between \$88,000 and \$99,000 depending on experience.

Job Description:

Representation of indigent clients accused of felonies in Forrest County, MS.

Essential Job Essentials:

Analyze and interpret law and apply to the facts of each case.
Maintain and review case files for each client to the case's conclusion.
Meet with clients to review and discuss each case and client's options.
Comply with all procedural deadlines imposed by the Circuit Court.
Represent clients in all stages of the proceedings, including, but not limited to, arraignment, docket call, motion and plea hearings, trial and post-trial motions.

Minimum Qualifications:

Candidate must possess a J.D. and a license to practice law in all Mississippi State Courts. Preference will be given to attorneys with jury trial experience.

Required Knowledge, Skills, and Abilities:

Knowledge of court procedures and practices.
Knowledge of Mississippi Rules of Criminal Procedure, Rules of Evidence, all other Rules of Court, and Mississippi Code, as well as their application to criminal matters.
Learn, access, and navigate Mississippi Electronic Courts system and Jail Tracker system.
Utilize computer software programs such as Word, Word Perfect, etc.
Maintain confidential information.
Communicate effectively both orally and in writing.
Perform legal research.
Interact effectively and professionally with clients, co-workers, colleagues, Judges and other departments and the public.
Return calls and emails in a timely manner.
Meet in person with clients, including those who are incarcerated, to review and discuss their case, investigate, research and prepare the case well prior to applicable court dates and deadlines.
Ability to respect client decisions and provide zealous representation despite differences of opinion.

Additional Requirements:

All applicants must be, and remain, in good standing with the Mississippi Bar Association and the Supreme Court. All applicants must maintain all professional license requirements and required continuing legal education credits. All applicants must possess and maintain a valid driver's license.

Submit resumes and references to Candy Rickman at candy@co.forrest.ms.us.