



JOB ANNOUNCEMENT

POSTION: Assistant Public Defender **(Three (3) Openings)**

LOCATION: Public Defender

SALARY: NEGOTIABLE

WORK HOURS: 8:00am – 5:00pm

CLOSING DATE: **OPEN**

ESSENTIAL FUNCTIONS: This is legal work that involves representation of indigent citizens accused of committing crimes. Incumbent performs a variety of duties and make decisions that significantly affect the outcome of a the charges. The work requires analyzing and the interpretation of statutory and case law and applying the facts to the law.

MINIMUM QUALIFICATIONS: See Attached Job Description

SUBMITTING APPLICATIONS: Any interested individual may apply by completing a **County Application Online** at www.hindscountymiss.com. Email Application and Resume to employment@co.hinds.ms.us **COUNTY EMPLOYEES** may make applications through the Personnel Division, Second Floor, Chancery Court Building. When applying for employment, your application must be in this office by 5:00pm on the closing date mentioned in the job listing.

DATE POSTED: July 5, 2023

AN EQUAL OPPORTUNITY EMPLOYER

ASSISTANT PUBLIC DEFENDER

SUMMARY

This position involves legal work that includes representation of indigent people accused of crimes. This position performs a variety of legal duties and makes decisions that significantly affect the outcome of clients who have been charged with criminal offenses. Duties require analyzing and interpreting statutory and case law, establishing professional relationships, and exercising independent judgment in the interpretation and enforcement of criminal statutes and fundamental constitutional principles. This position works under the direct supervision of the Deputy Public Defender and the Public Defender.

EXAMPLE OF BASIC TASKS AND DUTIES

The following examples are intended as illustrations of the various types of work to be performed. No attempt is made to be exhaustive in the examples provided. Other logical duties are expected to be performed as assigned.

1. Interview people accused of committing criminal offenses.
2. Regular visits with people in detention facilities and/or prisons.
3. Court appearances on behalf of accused in all courts systems within Hinds County, including but not limited to Initial Appearance, bond hearings, habeas corpus, mandamus, emergency petitions, Preliminary Hearings, and other related pre-trial activity.
4. Negotiate with charging authorities in an attempt to reach a final disposition of the charge.
5. Act as lead and/or assisting counsel in felony trials Circuit Court. Act as lead and/or assisting counsel in capital felony trials. Act as lead and/or assisting counsel in any misdemeanors that may be assigned to the Office.
6. Works directly with the Public Defender, Deputy Public Defender and the Executive Assistant in the supervision and training of the Secretarial staff and the Investigative staff.
7. Other duties as assigned.

MINIMUM QUALIFICATIONS

Attorney must possess a Juris Doctorate and be licensed to practice law in the State of Mississippi in all Mississippi State Courts. Preference will be given to attorneys with litigation experience, especially jury trials. All applicants must be and remain in good standing with the Mississippi Bar Association and the Supreme Court. Attorney must maintain all professional license requirements and required CLE credits and possess and maintain a valid driver's license.

TERMS OF EMPLOYMENT

This is an Exempt position.

This is an At-Will employment position.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

It is the policy of Hinds County to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. Hinds County prohibits any such discrimination or harassment.

This statements contained herein describe the scope of responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts Hinds County's right to assign or reassign duties and responsibilities to this job at any time unless restricted by law.