

**HARRISON COUNTY, MISSISSIPPI
JOB DESCRIPTION**

JOB TITLE: Attorney-Assistant Public Defender **CLOSING DATE:** Open until Filled

DEPARTMENT: Public Defender's Office **FLSA STATUS:** Exempt

REPORTS TO: Harrison County Public Defender **POSITION CODE:** 8810

MAINTENANCE REVIEW DATE: February 9, 2025

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. Applicants may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an applicant be unable to perform an essential function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA), reasonable accommodation for the specific disability will be made for the applicant when possible.

JOB OBJECTIVE: The position of Assistant Public Defender consists of court-appointed legal representation of indigent individuals accused of committing felony crimes in Harrison County. An Assistant Public Defender will: (a) be responsible for meeting with clients who have been assigned to him/her and discussing/resolving clients' respective case(s); (b) appear in Justice Court weekly on matters pertaining to his/her respective clients and/or other matters that may be assigned to him/her; (c) represent clients at preliminary hearings in Justice Court; (d) visit the Harrison County Jail weekly; and (e) perform any other assignments that may be required by the Public Defender's Office.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

1. Effectively communicate both orally and in writing
2. Review cases for those clients assigned to the Assistant Public Defender
3. Meet and/or speak with clients to discuss respective cases and potential resolutions
4. Efficiently communicate and negotiate with prosecutors
5. Appear each week before the Justice Court of Harrison County for preliminary hearings on not yet indicted felony cases for clients assigned to the Public Defender's Office
6. Appear in Circuit Court, if needed, for general docket call, motions, plea hearings and/or trials
7. Schedule court appearances with the Court Administrator
8. Perform legal research and draft pleadings

SECONDARY DUTIES AND RESPONSIBILITIES:

1. Utilize a computer to access available information regarding clients from the jail management system and/or Circuit Court computer system
2. Utilize a computer to type e-mails, letters, forms, and any other documents that may be required during the course of a client's case
3. Meet the minimum number of CLE hours (each year) as required by the Mississippi Bar Association
4. Perform other related duties as required

SUPERVISORY RESPONSIBILITIES: None

MINIMUM QUALIFICATIONS: J.D. degree from an ABA accredited law school and licensed to practice law in all State Courts within the State of Mississippi

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the Mississippi Rules of Evidence and the Mississippi Rules of Court and how each may apply to criminal cases
- Ability to access computer information contained in the Circuit Court and jail management systems
- Ability to research case law using FastCase, Westlaw, LexisNexis, or other database
- Skill in the operation of office equipment and computers
- Ability to use various computer software programs, i.e., Microsoft Word, Excel, Outlook
- Ability to maintain confidential information
- Ability to interact effectively with employees within the Public Defender’s Office, other departments, management, outside agencies, and/or the general public

ADDITIONAL REQUIREMENTS: Must possess a valid Mississippi Driver's License before employment and maintain licensure for duration of employment in this position.

SALARY RANGE: \$60,000 - \$65,000 (depending upon experience)

PHYSICAL REQUIREMENTS:

The physical activities marked below are representative of those that will be required on a regular basis to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	YES	NO
Work involves lifting, pushing, pulling or carrying 40 pounds or more	<input type="checkbox"/>	
Work involves the operation of earth-moving equipment or commercial vehicles		<input type="checkbox"/>
Work involves the operation of non-commercial motor vehicles	<input type="checkbox"/>	
Work involves the operation of tools such as axes, shovels, sling blades, etc.		<input type="checkbox"/>
Work involves the operation of motorized equipment such as chain saws, power saws, jackhammers, lawn mowers, tractor		<input type="checkbox"/>
Work involves climbing or running		<input type="checkbox"/>
Work involves stooping, bending, twisting, or reaching out in unusual positions		<input type="checkbox"/>
Works above ground or floor level, such as on stools or ladders		<input type="checkbox"/>
Works in a relatively high average temperature over a long period of time		<input type="checkbox"/>
Work involves considerable physical exertion of the whole body		<input type="checkbox"/>
Work requires near vision (20 inches or less)	<input type="checkbox"/>	
Work requires distance vision (20 feet or more)		<input type="checkbox"/>
Work involves the detection of color differences	<input type="checkbox"/>	
Work involves determination of the correct location of a sound, such as footsteps		<input type="checkbox"/>
Work involves hearing and understanding conversation or sounds	<input type="checkbox"/>	

WORK ENVIRONMENT:

The environmental conditions marked below are common to this job:

	YES	NO
Outdoor Weather Conditions		<input type="checkbox"/>
Wet, Humid Conditions (non-weather)		<input type="checkbox"/>
Work Near Moving Mechanical Parts		<input type="checkbox"/>
Work in High, Precarious Places		<input type="checkbox"/>
Fumes or Dust		<input type="checkbox"/>
Toxic or Caustic Chemicals		<input type="checkbox"/>
Extreme Heat (non-weather over 90 F.)		<input type="checkbox"/>
Low Noise (e.g., business office)	<input type="checkbox"/>	
Moderate Noise (e.g., light motorized equipment such as lawn mowers)		<input type="checkbox"/>
Loud Noise (e.g., jackhammer, heavy motorized equipment)		<input type="checkbox"/>