



ISABELLA COUNTY, MICHIGAN

Position	Public Defender	FLSA Status	Exempt
Department	Public Defender's Office	Pay Grade	Appointed

GENERAL SUMMARY

Under the supervision of the County Administrator/Controller, plans, organizes and directs the activities and staff of the Public Defender's Office. Uses considerable independent discretion as the County Public Defender ensuring that constitutional guarantees are upheld, rights are protected and due process is implemented fairly, equally, equitably, and consistently. The Public Defender is responsible for staffing, training, supervising, counseling and discipline for the office. Ensures that Isabella County meets all constitutional and legislative requirements as they pertain to the representation of indigent adult offenders and provides a high level of indigent defense services. Directs, develops and implements policies and procedures for the Public Defender's Office. Ensures that the Public Defender's Office conforms to the Michigan Rules of Professional Conduct. Directs and performs the department's administrative functions. Prepares the department's annual budget request.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Develops necessary policies and procedures to attain and maintain standards of indigent defense as they are enacted by the Michigan Indigent Defense Commission (MIDC) and approved by the Department of Licensing and Regulatory Affairs (LARA). Also ensure that the Public Defender's Office conforms to the Michigan Rules of Professional Conduct.
- Develops and implements long and short term goals, objectives, and work standards for the Office to include the establishment and direction of programs to maximize operational effectiveness and cost efficiencies; directs the preparation and administration of the Department's budget; makes budget and program recommendations to the County Administrator/Controller; monitors expenditures to ensure that they are within budget guidelines.
- Plans, organizes, assigns, directs, reviews and evaluates the work of public defender attorneys and support staff; selects staff personnel and provides for their training, professional development; counsels and disciplines as necessary; interprets laws and regulations and County policies for subordinates; confers with subordinate supervisors and other department staff to monitor activities; coordinates work effort and resolve problems and issues unique to the public defender attorney staff; provides professional assistance to staff.

- Reviews or supervises the review of criminal investigations to determine adequacy of evidence to justify searches, seizures and the authorization of charges by the prosecution; directs public defender attorneys in gathering and analyzing case evidence, preparing arguments, filing necessary documents, and presenting cases in court; assigns cases to attorneys, reviews progress, and provides technical assistance and guidance; directs the maintenance of accurate legal materials, reports, correspondence and other written materials; substitutes for public defender attorneys as necessary.
- Approves pre-trial investigations, motions, polygraph examinations and expert witnesses while directing the defense of all criminal cases including in particular those that are the most complex or sensitive criminal cases, to include appearance in court to substitute personally as needed.
- Represents the County at meetings with local, state and federal officials; may speak before groups and the media on matters related to the Public Defender's Office; acts as media contact for Public Defender's Office.
- Keeps informed of legal precedents and relevant legislation by reading professional journals, court rulings, attends meetings, conferences and CLE opportunities. Some meetings, conferences, and CLE opportunities may involve travel and/or overnight travel. Maintains conformity with the Michigan Rules of Professional Conduct.
- Oversees the Managed Assigned Counsel (MAC) contract and other contracts related to the provision of indigent defense in Isabella County.
- Participates in County wide leadership meetings and activities.
- Must follow all Isabella County policies and procedures.
- Performs other duties as assigned.

MINIMUM ENTRANCE QUALIFICATIONS

Education and Experience

- Juris Doctorate degree with a Certificate of Admittance to the State Bar of Michigan.
- A minimum of ten (10) years of experience in the practice of criminal defense, including a minimum of four (4) years of experience in the administration of legal services.

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Legal processes, Court processes, and criminal case procedures.
- Department and County standards and policies
- Accounting and recordkeeping procedures and best practices.
- Principles and practices of employee supervision and department management.
- The functions of various other County departments.
- Principles and practices of budget development and monitoring.

- Modern office procedures, equipment, and applicable software packages.
- Payroll administration and functions.
- Grant management.

Skill in:

- Effective written and verbal communication.
- Maintaining confidentiality.
- Organization, time management, and prioritization.
- Establishing and maintaining effective working relationships.
- Financial foresight.
- Meeting and creating deadlines.
- Customer service.
- Reading, analyzing, and interpreting standards, policies, procedures and regulations.
- Generating, updating, and editing various reports for the department.

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment			X
Outdoor environment	X		
Street environment (near moving traffic)	X		
Construction site	X		
Clinical health care environment	X		
In the community (homes, businesses, etc.)			X
Warehouse environment	X		
Shop environment	X		
Detention center or correctional facility			X
Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are unpleasant or unhappy		X	
Individuals with known violent backgrounds		X	
Communicable diseases	X		
Bodily fluids (blood, urine, etc.)	X		

Infectious waste	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Moving mechanical parts	X		
Risk of electrical shock	X		
Vibration	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances waste	X		
Loud noises (<i>85+ decibels</i>)	X		

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position involves light physical demand, such as exerting up to 20 lbs. of force occasionally, and up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects.