

## **JOB POSTING**

**JOB TITLE:** Assistant Public Defender  
**DEPARTMENT:** Public Defender's Office, Lycoming County, Pennsylvania  
**SUPERVISOR:** Nicole Spring, Chief Public Defender  
**STARTING SALARY:** \$52,764.08 annually plus benefits – Per Union Contract  
Subject to Terms of Collective Bargaining Unit  
**HOURS:** Generally 37.5 hours weekly but additional hours may be required  
**START DATE:** Immediately  
**DATE POSTED:** June 7, 2019

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### **GENERAL DESCRIPTION**

This individual represents criminal defendants at all stages, including preliminary hearings and subsequent proceedings. This individual will not engage in private practice, either civil or criminal in nature, but will devote all of his/her efforts to the Public Defender's Office.

### **SPECIFIC DUTIES**

- Represents juveniles before the Juvenile Court Judge
- Represents patients in involuntary commitment mental health hearings
- Represents defendants in all stages of a criminal prosecution once the court has approved Public Defender representation
- Researches pre-trial and post-trial motions
- Maintains regular visits to the county jail
- Performs appellate research and arguments
- Performs other duties as assigned

### **QUALIFICATIONS**

- Graduate of a recognized college or university and an accredited law school and one (1) year experience as a practicing attorney and admission to practice law before the Courts of the Commonwealth of Pennsylvania.
- Possession of valid Pennsylvania driver's license
- Thorough knowledge of courtroom procedures
- Preferred experience in criminal law
- Ability to communicate clearly and concisely
- Ability to exercise good judgment and maintain tact, composure, and confidentiality
- Possession of strong organizational skills and attention to detail
- Ability to work independently
- Ability to establish and maintain effective working relationships with clients and court-related personnel

### **SUPERVISORY RESPONSIBILITIES**

None

**WORKING CONDITIONS**

Potential for a high degree of stress due to interactions with potentially dangerous offenders and individuals who are in highly stressful situations

**INSTRUCTIONS**

All interested candidates should submit a letter of interest, resume, references, and law school transcript to the attention of Nicole Spring, Chief Public Defender, 48 West Third St., Williamsport, PA 17701 or [nspring@lyco.org](mailto:nspring@lyco.org).

NOTE: Prior to appointment, the successful candidate will be required to submit to a criminal background check and a urinalysis screening for use or abuse of drugs or alcohol.

**LYCOMING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.**