

**NOTICE**

There is a job vacancy in the **BAY COUNTY OFFICE OF CRIMINAL DEFENSE**.

**JOB TITLE: STAFF ATTORNEY**

**RATE OF PAY: \$63,648.00 per year entry, progressing to \$77,272.00 per year after three years (PN10)**

This is a full-time position with lucrative paid time off, paid holidays, health insurance, dental, vision and life insurance as well as a defined benefit pension.

**GENERAL SUMMARY:**

Under the general supervision of the Chief Defense Attorney, serves as the legal representative of indigent persons charged with criminal offenses in Bay County. Represents clients accused of felony and misdemeanor offenses. Prepares case materials and participates in all court proceedings until final disposition of case. This position is an Act 139 department under the supervision of the County Executive.

**ESSENTIAL FUNCTIONS:**

1. Interviews clients to obtain facts about the case as to the involvement, if any, such as what acts were in the offense or offenses charged, and names of witnesses and other evidentiary information.
2. Attends pre-trial conferences to discuss charge presented by prosecutor and any possible disposition short of trial. Analyzes police reports, case investigation reports, witness statements, and other information in order to outline defense of charges.
3. Prepares for court proceedings by researching legal cases and applicable laws; drafts briefs and legal memoranda in support of court arguments.
4. Represents and appears in court with clients during preliminary hearings, arraignments, plea-taking, trials and sentencing, and appears and counsels clients at line-up and polygraph tests.
5. Participates in criminal trials by conducting voir dire of prospective jurors, presenting opening and closing statements, examining and cross examining witnesses and presenting evidence and arguing motions.
6. Assists clients with related activities such as arranging for examination of clients at mental health centers, and discussing personal matters with family and probation officers.
7. Confers with law enforcement officials, probation agents and prosecutor on disposition of case.
8. Researches the law of the case including, federal and state legislation to be informed by case precedents and changes in statutory law.
9. Discusses defense and strategy of case with supervisor and fellow staff attorneys.
10. Punctual and consistent attendance is an essential function of this position.
11. All other duties as assigned.

The above statements are intended to describe the general nature of work performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

**QUALIFICATIONS:** Graduate of accredited law school; licensed to practice law in Michigan; experience in criminal law required; must have sincere interest as an advocate for the indigent. Applicants may be required to take written and/or other examinations.

**PHYSICAL REQUIREMENTS:** This position involves sitting most of the time and/or being mobile or standing for brief periods of time. Additional requirements include the ability to move objects according to the following weight & frequency: generally, 10 pounds of force up to one third of the time.

**APPLICATION PROCEDURE:** Apply online at [www.baycounty-mi.gov](http://www.baycounty-mi.gov) no later than **5:00 p.m. Thursday, April 8, 2021.**

**AN EQUAL OPPORTUNITY EMPLOYER**

"Bay County is an equal opportunity employer. It is the policy of Bay County and its departments to pursue equal employment opportunity regardless of height, weight, political or religious affiliations, race, color, sex, disability, familial status, sexual orientation, gender identity, national origin, or other protected classification set forth by law in our relationship with applicants for employment, employees of the department, and the public."

