

**ANNOUNCEMENT OF EMPLOYMENT  
OPPORTUNITY WITH THE SAGINAW DEFENDERS  
OFFICE**

**TITLE:** Assistant Public Defender (APD)  
Salary Range: \$61,800 - \$74,000 plus fringes

**Non – Profit Corporation Employer:  
Saginaw Defenders Office**

**GENERAL SUMMARY:**

Provides court appointed indigent defense services within Saginaw County courts for adult trial services. The APD carries a full caseload as determined by the Chief Executive Defender (CED). Attends legal and community meetings as directed.

**TYPICAL DUTIES:**

1. Reviews charging instruments, police reports, and other discovery provided by the Prosecution.
2. Promptly meets with clients and learns the client's goals for the representation and any special needs of the client.
3. Determines what further fact investigation to undertake and directs the investigation, including the identification, consultation and hiring of applicable experts as approved by the CED.
4. Determines what legal issues need development, researches those issues, and presents them in the appropriate forum.
5. Negotiates with the Prosecution and promptly advises the client of the status of those negotiations.
6. Litigates and legal issues that are necessary and appropriate, including bringing cases to trial, handling probation violations and regularly assigned duties at first appearance.
7. Conducts any post-trial litigation necessary such as sentencing and post-trial motions (excluding appeals).
8. Maintains availability to other staff members for consultation and education; participates in training programs; maintains current knowledge of appropriate support functions, including participation in training and mentoring other attorneys as directed.
9. Maintains accurate, complete and legible case files
10. Performs duty attorney functions as assigned, including on-call availability as required.
11. Completes special projects and other duties as assigned by the CED or designee.

12. Will participate as required in evaluation process of attorneys on staff with MAC regarding peer evaluations in the criminal defense community in compliance with MIDC Standards.

**EDUCATION AND EXPERIENCE:**

**Education:** Graduation from an accredited law school and must be a member of the Michigan State Bar in good standing.

**Basic Requirements:** Satisfy the minimum requirements for practicing law in Michigan as determined by the Michigan Supreme Court and State Bar of Michigan; and Comply with the requirements of MIDC Standard 1, relating to the Training and Education of Defense Counsel. Wanting to gain trial experience.

**OTHER REQUIREMENTS:**

1. Ability to operate technology to search, update, correct and retrieve information
2. Ability to effectively communicate orally and in writing with a variety of people from divergent backgrounds.
3. Ability to operate typical office equipment such as phones, computer, fax, calculator, printer, copier, scanner, digital video and digital cameras.
4. Must successfully pass a pre-employment physical and drug screen.
5. Must maintain regular, reliable and predictable attendance.
6. Possession of a valid driver's license and access to a vehicle in order to access clients and witnesses in correctional facilities.
7. Utilize services of interpreters as necessary to communicate with clients, witnesses and other persons related to the case.
8. Maintain confidentiality with highly sensitive information.

**NOTE:**

The successful candidate will model the following attributes:

1. Ability to deal effectively with people of widely divergent backgrounds, within and outside the office, and to relate empathetically to clients and their special needs.
2. Proven supervisory techniques.
3. Exercise common sense and good judgement.
4. Learn quickly and function efficiently under stressful and distracting conditions; ability to multi-task.
5. Accept direction and follow office policies and procedures.
6. Work independently as well as cooperatively in a legal services team atmosphere.

**SPECIAL NOTE:**

The APD may participate only in Saginaw Defenders Office assigned legal work for compensation during the term of employment.

This description is intended to describe the type and level of work to be performed by a person assigned to this classification. It is not an exhaustive list of all duties and responsibilities required by a person so classified. Permission of the CED is required to be actively involved in representation on a pro bono basis.

**This position is open for qualified applicants. Applications and resumes are accepted at the Saginaw Defenders Office, 803 Court Street, Saginaw, Michigan, 48602, by mail or email at [amedd@saginawdefenders.org](mailto:amedd@saginawdefenders.org), telephone number 989-577-5008.**

**POSITION OPEN: APPLICATIONS BEING ACCEPTED UNTIL OCTOBER 1, 2021.**

**EQUAL OPPORTUNITY EMPLOYER**