

EMPLOYMENT OPPORTUNITY

SAGINAW DEFENDERS OFFICE

POSITION: Assistant Defender

Starting Salary: \$80,000-\$100,000, commensurate with experience, plus a comprehensive benefits package.

GENERAL SUMMARY:

Provides holistic criminal defense services within Saginaw County for indigent adults. The attorney carries a full caseload as determined by MIDC and national standards. This position will represent clients charged with misdemeanors, probation violations and felonies, depending on experience.

REQUIREMENTS:

Attorney licensed to practice law in Michigan Courts. Must be active and in good standing with the State Bar of Michigan.

TYPICAL DUTIES:

1. Reviews charging documents, 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 other special needs of the client.
3. Determines what further fact investigation to undertake and directs that investigation, including the identification, consultation and hiring of applicable experts as approved by the Chief Defender.
4. Determines what legal issues need development, researches those issues, and presents them in appropriate forum.
5. Negotiates with the Prosecution and promptly advises the client of the status of those negotiations.
6. Litigates any 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 mentoring other attorneys as directed.
9. Maintains accurate, complete and legible case files.
10. Perform other attorney functions as assigned, including arraignments, show cause hearings, PPO hearings, and others as assigned.

OTHER REQUIREMENTS:

1. Ability to effectively communicate orally and in writing with a variety of people from various backgrounds.
2. Ability to operate typical office equipment and technology such as phones, computer, fax, printer, copies, scanner.
3. Must maintain regular, reliable and predictable attendance.
4. Must have access to reliable personal transportation in order access client and witnesses in correctional facilities, or any other job-related necessity.

NOTE:

The successful candidate will model the following attributes:

1. Ability to deal effectively with people of widely various backgrounds, within and outside the office, and to relate empathetically to clients and their special needs.
2. Exercise common sense and good judgment.
3. Learn quickly and function efficiently under stressful and distracting conditions.
4. Accept directions and follow office policies and procedures.
5. Work independently as well as cooperatively in a legal services team.

SPECIAL NOTE:

Attorney may not practice law for compensation outside of the Saginaw Defenders Office during the term of their employment. Permission of the Chief Defender is required to be actively involved in representation on a pro bono basis.

This description is intended to describe the type and level of work to be performed by a person assigned to this position. It is not an exhaustive list of all duties and responsibilities required.

To apply, please submit a resume and cover letter to: Saginaw Defenders Office, 803 Court Street, Saginaw, MI 48602; by mail or email to amedd@saginawdefenders.org

EQUAL OPPORTUNITY EMPLOYER