

LUZERNE COUNTY, PENNSYLVANIA
Job Description

Position Title: County Public Defender

Division: Office of Public Defender

Reports to: County Manager

FLSA Status: Exempt

Essential Duties and Responsibilities: The Public Defender has such powers, duties and authorities as are given by the Charter, by law or by ordinance. The Public Defender directs the provision of legal defense to adults and juvenile individuals charged with crimes or are otherwise subject to the Court of Common Pleas, as well as appellate level appeals and involuntary mental health hearings. The Public Defender also manages, oversees and ultimately is responsible for the work of other employees in the Public Defender’s Office. The Public Defender is responsible for the development and administration of budgetary, personnel, procurement and related administrative management functions as well as serving as defense counsel for the indigent.

Minimum Qualifications, Skills and Abilities	
Education:	<p>JD from an accredited law school. Preferably, at least three to five years practicing in representing individuals charged with a criminal offense or with being a juvenile delinquent.</p> <p>Must be duly admitted and a member in good standing of the Bar of the Supreme Court of Pennsylvania.</p>
Skills/Abilities:	<p>Comprehensive knowledge of Federal, State and local statutes, relating to the defense of indigents. Comprehensive legal research and analysis skills, extensive knowledge of juvenile delinquency, preliminary hearings, Habeas Corpus hearings, Trials, including pre- and post- trial motions, appellate procedures, post-conviction hearings, criminal extradition hearings, issues related to probation, parole and revocations, commitments under the Mental Health and Retardation Act, other areas where representation is constitutionally required.</p> <p>Must possess a thorough knowledge of the statutes, regulations, operations and structure of the local legal environment. Must effectively manage all others in the office, including other attorneys, paralegals and clerical staff.</p> <p>Must possess ability to communicate effectively both orally and in writing.</p>

The above statements are intended to describe the general nature and level of work being performed by an employee assigned to this position. This is not a comprehensive listing of all responsibilities and duties that may be assigned by the County Manager.

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