



Assistant Public Defender

Amenities:

The County of Northumberland offers a full benefits package including health insurance, prescription, vision, dental, vacation, holiday, sick, personal time, and retirement.

Position Summary:

Provide legal representation to criminal defendants in Northumberland County at various stages of the criminal process from preliminary hearing to higher court appeals.

What You'll Do:

- Preparing for attending court hearings as required, including but not limited to: preliminary hearing, pretrial hearings/conferences, jury selection, jury and no-jury trials, sentencings, parole violation hearing and contempt hearings.
- Conduct legal research in preparation of cases, hearings, and trials.
- Prepare motions, briefs, and other legal documents for Common Pleas, Superior and Supreme Courts.
- Negotiate pleas and other communication with the District Attorney's Office.
- Communicate with and advise clients, including drafting legal correspondence.
- Coordinate/communicate with expert witnesses as necessary.
- Communicate /coordinate with other offices and departments as necessary.
- Additional duties as directed by the Chief Public Defender.

Job Requirements/Skills & Abilities:

- Juris Doctor Degree.
- Must be licensed to practice law in Pennsylvania.
- Valid drivers license with reliable transportation.

Employment Category:

- Full Time
- Regular Schedule (may require additional hours)

The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor are they intended to be an all-inclusive list of the skills and abilities required to successfully do the job.

