

## **Hendricks County Job Description**

**Title:** Public Defender

**FLSA Status:** Exempt

**Department:** Public Defender

**Supervisor:** Chief Public Defender

**Compensation:** \$82,331.00-\$96,862.00 annual salary

### **PURPOSE OF POSITION:**

Prepares and presents legal defense of indigent persons accused of committing crimes in Hendricks County. Position is responsible for all phases of defense as qualified, which include defending matters to a jury.

### **ESSENTIAL FUNCTIONS:**

- Reviews charging information, probable cause affidavits, and discovery tendered by the State of Indiana related to an accused's criminal matter.
- Meets with individuals accused of a crime that have been appointed a public defender to ascertain facts, potential evidence, and exploration of potential legal defenses. Said meetings may occur in penal facilities, such as the Hendricks County Jail.
- Interviews potential witnesses in an accused's criminal matter. Said interviews may be in the form of depositions or non-stenographic recorded interviews, when appropriate.
- Interacts and negotiates with the State of Indiana to reach potential mutually acceptable plea agreement language, when appropriate.
- Appears and represents the defense at all necessary Court hearings involving an accused's criminal matter, up to and including trial by jury, when appropriate.
- Prepares appropriate legal motions, briefs, petitions, and other relevant pleadings in an accused's criminal matter.

### **NON-ESSENTIAL FUNCTIONS:**

- Performs other duties as assigned by the Chief Public Defender of Hendricks County.

### **EDUCATION AND QUALIFICATION REQUIREMENTS:**

- Bachelor's Degree
- Doctor of Jurisprudence
- Must have an unlimited license to practice law in the State of Indiana
- Ability to effectively and tactfully deal with other people, which encompasses other staff of the Hendricks County Public Defender's Office, Judges, judicial staff, representatives from the State of Indiana, staff at penal facilities, and the public at large
- Ability to take direction from the Hendricks County Chief Public Defender on various issues, which may not be case specific
- Ability to communicate well, both verbally and in writing
- Knowledge of constitutional law, criminal law, and Indiana traffic law
- Ability to defend an accused at all phases, including at a trial by jury
- Ability to make effective use of legal references and other research tools
- Knowledge of Court procedures, provisions, rules, and precedent
- Ability to separate relevant data and facts from irrelevant data and facts when assessing proposed evidence in an accused's criminal matter

- Ability to represent the Hendricks County Public Defender's Office maintaining appropriate standards

**RESPONSIBILITY:**

Incumbent is expected to be comfortable working with a large measure of autonomy without intrusive supervision. Incumbent would work within prescribed and generally accepted legal defense practices. Professional judgment is required in selecting the most appropriate strategy in defending an accused's criminal matter. Incumbent would also exercise discretion in interpreting statutes, rules, and legal precedent. Supervisor is available for consultation and guidance in the performance of duties. Incumbent may also be responsible for supervising support staff on completion of tasks.

**WORKING RELATIONSHIPS:**

Incumbent's working relationships will reflect those of a typical defense attorney. Incumbent will be working within a small office environment (less than 5 employees), an extended roster of part-time public defenders (over 30), other departments within Hendricks County Government, staff representing the interests of the State of Indiana via the Hendricks County Prosecutor's Office, Judges, judicial staff, the Hendricks County Public Defender Board, the Hendricks County Commissioners, and the Hendricks County Council.

**WORKING CONDITIONS AND PHYSICAL DEMANDS:**

Incumbent work is generally performed in a standard office environment, but work will also be performed in penal facilities and courtrooms. While the work is not physical demanding from a strength perspective, Incumbent should recognize that the position will impose stress and emotional strain at times. Beyond deadlines, Incumbent will be actively working to represent and advocate for those accused of committing crimes with liberty potentially at stake. Extended working hours may be required. Incumbent may be required to view, handle, and address evidence that may be offensive or biohazardous.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:**

The job description for the position of Public Defender for the Office of the Chief Public Defender describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.