NOTICE OF VACANCY

DEPARTMENT: Ashtabula County Public Defender

POSITION TITLE: Assistant Public Defender

HOURS: 8:00 a.m. – 4:30 p.m.

ANNUAL SALARY: Starting salary 78,000.00 subject to experience, PERS, Full Benefit Package

The Ashtabula County Public Defender's Office is now accepting applications for the position of full-time Assistant Public Defender. The office consists of nine (9) individuals, including attorneys and secretaries. We manage all aspects of indigent criminal defense- from juvenile delinquency to murder. Our office is committed to seeking and sustaining a culturally diverse staff with expertise and interest in serving our indigent clientele who come to us with diverse needs, backgrounds, ethnicities, and abilities.

An ideal candidate should be dedicated to indigent defense, have exemplary organizational skills, and can work independently.

QUALIFICATIONS:
Juris Doctorate degree from an accredited law school. Ongoing compliance with CLE requirements. Candidate must be admitted, and in good standing to practice law in the State of Ohio. Prior trial experience preferred, but not required.

GENERAL DUTIES:

- Meet with clients to gather evidence and prepare for trial
- Research, prepare and file pre-trial motions and/or all other necessary pleadings
- Thorough knowledge of federal, state, and local laws including, but not limited to criminal law
- Ability to adapt to a variety of social circumstances, speak and write effectively
- Ability to interact and effectively communicate with office personnel, court personnel, prosecutors, law enforcement, probation officers and the public
- Confer with colleagues to establish/verify basis for legal proceedings
- Participate in trainings, offer advice, co-counsel cases and cover cases when needed
- Perform all other duties as assigned by the public defender including beyond normal work hours
- Travel required to the various misdemeanor courts in Ashtabula County

SEND RESUMES TO:
Ashtabula County Public Defender's Office
Margaret Brunarski, Public Defender
22 East Jefferson Street
Jefferson, Ohio 44047
mbrunarski@ashtabulacountypd.com
Open until Filled

****

NO PHONE CALLS PLEASE ● EQUAL OPPORTUNITY EMPLOYER ●
NON-DISCRIMINATION AGAINST THE HANDICAPPED ● DRUG FREE WORKPLACE