

<p style="text-align: center;"><b>ASSISTANT PUBLIC DEFENDER EARLY RESOLUTION</b></p>
--

**MAJOR FUNCTION**

This is a highly responsible professional position providing complete legal representation to any person in Marion County who is determined by the court to be indigent and has been arrested for, or charged with, a felony, misdemeanor, and violation of municipal or county ordinance, a juvenile delinquency case, or involuntary hospitalization for mental illness. This position exercises considerable independent judgment and performs a variety of complex legal tasks in the review and preparation of cases and other legal documents processing as directed.

**ESSENTIAL FUNCTIONS**

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- The attorney will be charged with being present in court and identifying cases that may be resolved between first appearance and arraignment.
- Be pro active to identify cases to lessen stress on the judicial system by reducing the number of cases proceeding through the courts and relieving jail overcrowding while demonstrating cost savings to Marion County.
- Be present at first appearance hearings to review cases and identify those that may qualify for early resolution.
- Make initial contact with the client.
- Work with the State Attorney, investigators jail personnel, mental health professionals and other judicial system personnel to formulate a legal remedy acceptable to all parties for early resolution of the case.
- Work with the Court to effect a disposition on the case.
- Document activity to demonstrate cost savings to the County
- Conducts complex and in depth research relevant to case load assignments for comprehensive review, evaluation, analyses, and case preparation purposes.
- Renders legal advice to concerning federal and state laws, and offers solutions to legal problems.

**SECONDARY FUNCTIONS**

- Performs other tasks as assigned.

<b>ASSISTANT PUBLIC DEFENDER EARLY RESOLUTION</b>
---

**CUSTOMER SERVICE**

This is a front-line position for providing excellent customer service to members of the general public. Personal contact occurs with citizens of the County. Service is provided in person or by phone contact.

**SUPERVISION**

None

**EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS**

**Education and Experience**

Graduation from an accredited college or university with a Jurist Doctorate.

**Licenses**

Valid Florida Driver License.

**Certifications**

Licensed to practice law in the State of Florida; membership in the Florida Bar Association.

**JOB SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the knowledge, skills, and ability required.

**Language Skills**

- Ability to read, analyze, and interpret the highly complex documents and related materials relevant to litigation, e.g., legislation, legal opinions, case law.
- Ability to respond effectively to highly sensitive inquiries or complaints.
- Ability to write speeches and articles using original or innovative techniques or style.
- Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards.

**Mathematical Skills**

<p style="text-align: center;"><b>ASSISTANT PUBLIC DEFENDER EARLY RESOLUTION</b></p>
--

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volumes.
- Ability to apply concepts of basic algebra and geometry.

**Problem Solving Ability**

- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
- Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.) in its most difficult phases.
- Ability to deal with a variety of abstract and concrete variables.
- Analyzes major organization-wide policies, budgets, procedures, systems or accounting methods on a continuous basis.

**Specialized Skills and Abilities**

- Thorough knowledge of the laws of Florida, the Common law, all local legislation pertaining to the County and administrative law including regulations and their enforcement.
- Considerable knowledge and extensive skills in the principles, methods, materials, and practices of legal research.
- Extensive skills in the drafting of legal documentation.
- Ability to prepare and interpret highly technical and involved legal documents, legal opinions and proposed legislation.
- Ability to effectively communicate in legal and litigation circumstances in both oral and written formats.
- Must be self directed and work under the direction of the Public Defender.
- Ability to deal tactfully and effectively with local government officials, and with the general public.
- Ability to remain calm in stressful situations.

**Machines and Equipment**

This employee will be required to operate a computer, calculator, telephone, fax machine, copy

**ASSISTANT PUBLIC DEFENDER  
EARLY RESOLUTION**

machine, and other general office equipment in the completion of the tasks of the position.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee will occasionally be required to stand, walk, stoop, kneel, crouch, or crawl, and lift up to twenty-five pounds; and will regularly be required to sit, and frequently use hands to finger, handle, or feel, reach with hands and arms and talk or hear. No special vision requirements.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in a typical indoors office environment. The noise level for this environment will be moderate.

Established: 10/2008	Category: 2
Pay Grade: 21	Status: E
Job Description Number: 2084	Revised: