



SPARTANBURG COUNTY CAREER OPPORTUNITY

PUBLIC DEFENDER DEPARTMENT

May 5, 2015

ASSISTANT PUBLIC DEFENDER : Minimum salary \$45,411 (DOE)- Under the regular supervision of the Circuit Public Defender performs intermediate professional work providing legal services to indigent citizens accused of crimes.

KNOWLEDGE /ABILITIES: Interviews clients; researches issues of law and evidence; prepares defenses against criminal prosecutions; appears in court to present defense; prepares and maintains files and records. Represent indigent clients. Researches issues of law and evidence; prepares defenses against criminal prosecutions; appears in court to present defense; prepares and maintains files and records; extensive knowledge of policies, procedures, methods and activities of the Public Defender Department. Possess thorough knowledge and expertise in legal matters and criminal law, and the processes involved in same; extensive knowledge of the rules and regulations governing the department. Knowledge in the principles of organization, planning, development, and implementation of responsibilities as they relate to the activities of the Assistant Public Defender. Requires extensive knowledge of the legal system, state laws and court rules. The ability to effectively communicate with individuals and groups from a wide variety of backgrounds; using independent judgment and discretion as necessary in providing assistance and information to the general public. Knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public. Able to compile, prepare, review and analyze an assortment of information; ability to effectively perform required duties and responsibilities under stressful and demanding conditions. The ability to schedule activities and to establish certification requirements as they pertain to job responsibilities and requirement to keep abreast of changing laws and procedures. Must be able to utilize all levels of functional and situation judgment as required. Performs related tasks as required.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:

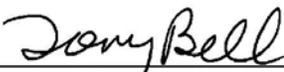
Must be physically able to operate various automated office machines including personal computer, telephone, copier, fax, etc. Must be physically able to exert up to 10 pounds of force occasionally *and/or* negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Requires the ability to read a variety of documents and reports, and the ability to talk *and/or* hear, to record and deliver information and to follow verbal and written instructions.

REQUIREMENTS AND EXPERIENCE: Graduate of law school of recognized standing and licensed by State of South Carolina to practice law (Please do not apply if not currently admitted to the South Carolina Bar); complete 403 requirements. Experience in criminal defense law is preferred but not required. Basic computer skills required.

APPLICATIONS ACCEPTED THROUGH MAY 12, 2015.

APPLY IMMEDIATELY: SPARTANBURG COUNTY HUMAN RESOURCES, ROOM 1400;
with a copy to Circuit Public Defender, Clay T. Allen, Suite 3000, or email to callen@spartanburgcounty.org

**SPARTANBURG COUNTY HUMAN RESOURCES
COUNTY ADMINISTRATIVE BUILDING
366 NORTH CHURCH STREET
PO BOX 5666
SPARTANBURG, SC 29304
TELEPHONE: (864) 596-2522
FAX: (864) 596-3615
EMAIL: jobs@spartanburgcounty.org**


Tony Bell, Director of Human Resources

**AN EQUAL OPPORTUNITY EMPLOYER
AND (SECTION 504 OF 1973
REHABILITATION ACT FOR
EMPLOYMENT OF HANDICAPPED)**

This job posting is not intended as a comprehensive summary of this position's duties, qualifications, skills requirements or performance indicators.