

Assistant Public Defender – Public Defender’s office

\$29.72 per hour

JOB SUMMARY

The Assistant Public Defender assists in the planning, administration, organization and operation of the Colorado River Indian Tribes Public Defender’s Office. They perform research and prepare legal documents for the defender and the court. The Assistant Public Defender acts as legal counselor and informs clients about their legal rights.

DUTIES AND RESPONSIBILITIES:

- Represents adult and juvenile Tribal members in criminal cases.
- Occasionally represents minors in juvenile delinquency cases
- Represents clients in Probation Revocation hearings.
- Interviews potential clients and assesses cases to determine if representation is appropriate, to include conflict checking.
- Advises clients as to their legal rights and case strategy.
- Prepares various legal documents. including but not limited to. motions. briefs. responses. witness and evidence list, notices and agreements.
- Upon representation. interviews witnesses. police and others. as required.
- Conducts pre-trial investigations.
- Files appropriate documents with the Court.
- Conducts trials and hearings as required.
- Negotiates appropriate case settlement agreements with the Tribes prosecutor when appropriate.
- Case Management
- Any other duties assigned by the Public Defender

KNOWLEDGE, SKILLS AND ABILITIES:

- An interest in criminal justice.
- Knowledge and experience in administrative practices and office procedures.
- Must be familiar with legal terminology.
- Computer skills and must be willing to learn office software packages.
- Experience with public contact, or equivalent combination of education and experience.
- Requires intermediate skills in operating a personal computer, word processing equipment and office machines.
- Strong oral communications skills.
- Ability to read and comprehend complex instructions, correspondence and memoranda.
- Must be able to work under strict deadlines, high stress and a high-volume work environment.

- Ability to write correspondence.
- Ability to effectively present information in one-on-one and small group settings to the general public, co-workers and other employees.

MINIMUM QUALIFICATIONS:

- High School diploma or equivalent, some college preferred
- The Public Defender must have graduated from an accredited law school and be admitted to a state or federal bar. Must complete required Continuing Legal Education as necessary to maintain bar admission.