



**McKEAN COUNTY
OFFICE OF THE PUBLIC DEFENDER**

McKean County Courthouse
500 West Main Street
Smethport, PA 16749

Philip Clabaugh, Esq.
Chief Public Defender

(814) 887-3316
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Dennis Luttenauer, Esq.
Stephanie S. Smith, Esq.
Asst. Public Defenders

**POSITION TITLE: ASSISTANT PUBLIC DEFENDER
DEPARTMENT: PUBLIC DEFENDER**

The McKean County Office of the Public Defender is accepting applications for the full-time position of Assistant Public Defender. The Office of the Public Defender represents adults and juveniles at all stages of a criminal case, from arrest through final resolution of charges. We provide the highest quality legal representation to our clients and emphasize a client centered practice. A successful applicant will need to manage a diverse caseload, meet or exceed expectations regarding communication with clients, and be able to prioritize workloads based on trial schedules or other applicable deadlines.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Represent and advise clients through all stages of a criminal case from arrest through sentencing and/or appeal.
- Review case files, evaluate evidence, interview clients and witnesses, prepare pre-trial motions and supporting memorandums of law and briefs, commence social services referrals, litigate motions and conduct trials in the Court of Common Pleas
- Negotiate with police, probation, and/or the District Attorney's Office
- Conduct hearings such as preliminary hearings, probation violations, extraditions, habeas corpus, mental health, etc.
- Draft appeals and argue cases before the Pennsylvania Appellate Courts

QUALIFICATION REQUIREMENTS:

- Juris Doctor degree from an accredited law school
- Member of Pennsylvania Bar
- Knowledge and familiarity of Pennsylvania criminal law, criminal procedure, and the Rules of Evidence
- Knowledge and interest in the criminal justice system an indigent defense
- Excellent verbal, written and inter-personal communication skills
- Possess good problem solving and decision making skills
- Computer literate
- Well organized, with the ability to multi-task and work well under pressure.

WORK ENVIRONMENT:

An employee accepting this position will be expected to regularly visit the McKean County Jail or other facilities housing clients, including but not limited to state prisons, hospitals, or other secured facilities.

To apply, please send a cover letter and resume to Kathy Roche, Human Resources Director, McKean County Courthouse, 500 West Main St., Smethport, PA 16749 or email to klroche@mckeancountypa.org. **Applications must be received by July 3, 2018.**