



Position Available

Job Title: Assistant Public Defender
Salary Range: \$76,747.20 - \$90,059.20

Chippewa County is seeking a full-time Assistant Public Defender who will, under the supervision of the Chief Public Defender, provide legal representation to indigent Chippewa County persons charged with a criminal offense in District Court, Circuit Court, and Friend of the Court collection matters.

Benefits Include: Hybrid Pension – 1% Employee Contribution
Health, Dental & Vision Insurance – 20% Employee Contribution
Paid Vacation & sick Leave, 14 Paid Holidays a Year
Life Insurance
Long-Term and Short-Term Disability Insurance
Eligible for Public Service Loan Forgiveness after 120 Payments

Requirements:

- Graduate of an accredited law school.
- Member of the State Bar of Michigan in Good Standing.
- Ability to operate technology to search, update, correct, and retrieve information.
- Ability to effectively communicate orally and in writing with various people from divergent backgrounds in different types of settings.
- Ability to operate standard office equipment such as phones, computers, fax, printer, copier, digital video, and digital cameras.
- Possession of a valid driver's license.
- Maintain confidentiality with highly sensitive information.
- Must have the ability to work independently as well as cooperatively in a legal service team atmosphere.
- Must meet the continuing education requirements set forth by the MIDC.

Typical Duties:

- Provide court-appointed indigent defense services through an active caseload. Meets and consults with client(s), reviews charging instruments, police reports, and other discovery.
- Appears in court arraignments, motion trials, sentencing, and other related proceedings.
- Prepare briefs, legal documents, reports, correspondence, and other written materials.
- Maintain accurate, complete, and legible case files.
- Maintain professional knowledge of criminal law and participates in training programs.
- Perform other duties as required and assigned.

Do you enjoy history and the great outdoors? Come work with us at one of the oldest operating courthouses in Michigan, where you are just a short walk from spending your lunch break watching the magnificent freighters pass through the historical Soo Locks. With 421 miles of shoreline, 23 public access sites, and 950,800 acres of land to explore, including State Parks, National Forest, Waterfalls, Rivers, Lakes, Streams, and so much more, there will always be somewhere to explore here in beautiful Chippewa County. Whether by boat, ORV, snowmobile, or hiking, you will be sure to reconnect with nature and enjoy the slower pace our small community has to offer!

The position will remain open until filled.

Chippewa County is an Equal Employment Opportunity Employer