

## **OPEN POSITIONS**

MONROE COUNTY HUMAN RESOURCE OFFICE IS NOW ACCEPTING APPLICATIONS  
FOR THE FOLLOWING POSITIONS:

**17 DEPUTY CHIEF – PUBLIC DEFENDER**  
**\$72,987.20yr 40 hrs/wk**

Current employees who wish to apply for this position should obtain a bid sheet from the County portal and proceed accordingly.

Notice: If you are offered and accept this position you will be mandated to provide a Criminal Background Check (<http://epatch.state.pa.us>) at your cost prior to your hire date as a condition of employment.

POSTED: 03/05/2025

REMOVE: OPEN UNTIL FILLED

## MONROE COUNTY PENNSYLVANIA CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE: CHIEF DEPUTY PUBLIC DEFENDER**

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### **PURPOSE OF CLASSIFICATION:**

The purpose of this classification is to serve as: (1) deputy to the chief legal counsel (Chief Public Defender) for indigent criminal clients in Monroe county, (2) as legal counsel to assigned indigent criminal clients of the Public Defender's office (including capital homicide), and (3) to carry out the duties of the Chief Public Defender as department director when the Chief is unavailable.

### **ESSENTIAL FUNCTIONS:**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

#### ***Case Load Responsibility.***

Provides legal counsel and representation to indigent clients, adult and juvenile.

Maintains a full time caseload, with a concentration on more serious felony cases, including death penalty cases.

Researches and investigates cases; interviews all parties in case, prepared cases for trial; presents cases in court.

Reviews and evaluates legal documents including court orders as needed, briefs, subpoenas, petitions, motions, warrants, affidavits, and correspondence; prepares and returns documents for processing and filing in court.

Prepares or reviews letters, legal correspondence, memoranda, notices, complaints, affidavits, case documents, PSI reports, hearings transcripts, and other documents.

Negotiates guilty or nolo contendere plea agreements with District Attorney's Office.

Refers to state and federal statutes, legal opinions, treaties, legal textbooks, encyclopedias, law periodicals, case law, and other reference material in performing legal work.

Performs other related duties as required.

#### ***Management/Administration.***

Consistent with the goals and policies outlined by the chief Public Defender, to make management decisions, as needed whenever the Chief Public Defender is out of the office.

To temporarily assume the duties of acting Chief Public Defender whenever the position of Chief Public Defendant is vacant.

Review and approve/disapprove applications for Public Defender services.

To prepare and assure routine use of form letters, documents, and outlines that will allow the office to handle workload more efficiently.

To assist the Chief Public Defender in creating, amending and applying eligibility standards for Public Defender services.

To assist the Chief in evaluating the performance of support staff and staff attorneys, by periodically observing staff attorneys in court and evaluating their written briefs and motions.

To assist the Chief in selecting personnel to fill open positions as they occur.

To attend meetings with court or County personnel, which the Chief would normally attend, whenever the Chief cannot attend.

To represent the office, as needed, or when directed to do so by the Chief, on occasions such as annual meetings of the Public Defender Association of Pennsylvania.

### ***Staff Training.***

To act as mentor to new assistants. To advise all assistants when questions arise as to how to proceed in a case. To train selected members of the Public Defender support staff to rule upon applicants' eligibility, and to rule upon such applications himself/herself when the support staff is either uncertain of eligibility or has denied eligibility.

### **ADDITIONAL FUNCTIONS:**

Attends conferences and seminars to maintain knowledge of laws and regulations relating to public defense work.

As directed by the Chief to perform such functions as may normally be performed by the Chief such as liaison, public outreach and the like.

### **MINIMUM QUALIFICATIONS:**

Juris Doctorate required. Must be a member in good standing of the Pennsylvania Bar. Must be an active trial lawyer with a minimum of 10 and preferably 15 years criminal trial litigation experience. Must have served as lead counsel in a minimum of 8 significant cases which were tried to verdict before a jury. A "significant case" for purposes of this qualification shall be a murder, including manslaughter and vehicular homicide, or a felony of the first or second degree. During the 3-year period immediately preceding appointment to the post, counsel shall have completed a minimum of 18 hours of training relevant to representation in capital cases, as approved by the Pennsylvania Continuing Legal Education Board. Must otherwise satisfy and maintain the requirements of the Pennsylvania Rules of Criminal Procedure and Pennsylvania Supreme Court for representation of defendants in Capital Cases. Must possess and maintain a valid Pennsylvania Driver's license.

### **PERFORMANCE APTITUDES:**

**Data Utilization:** Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organization components, and in the formulation of operational strategy.

**Human Interaction:** Requires the ability to apply principles of negotiation, management and leadership. Performs such in formal situations within the context of legal guidelines.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

## **ADA COMPLIANCE:**

**Physical Ability:** Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. Many tasks require the ability to communicate orally and in writing.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as odors, disease, or pathogenic substances.

Monroe County, Pennsylvania, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.