

DuPage County Government

Job Opportunity

Assistant Public Defender

Posted until filled

Job Code:
2132

Department:
Public Defender's Office

Hiring Salary:
\$82,500

Schedule:
Full-time

DuPage County
Government
dupagecounty.gov

Apply to:
DuPage County Public
Defender
503 N. County Farm Road
First Floor
Wheaton, IL 60187
Attn.: Jeff York
(630) 407-8300
PDApplications@dupagecounty.gov

Please attach your cover
letter and resume to the
County application.

DuPage County is an
Equal Opportunity
Employer

Responsibilities include:

- Provides legal representation to indigent clients for bench and jury trials in misdemeanor, juvenile courts, and pretrial courts.
- Represents indigent clients in pretrial conferences with State's Attorney and/or judges
- Confers with clients during course of case
- Conducts legal research and makes preparation for trial and motions
- Reviews and analyzes extensive video and other evidence
- Maintains regular attendance and punctuality

Requirements include knowledge of:

- The principles, methods, and materials of legal research
- Court procedures and the rules of evidence
- The application of legal principles to individual cases or problems
- Current office practices, procedures, and equipment
- County policies and procedures
- Applicable federal, state, and local laws, rules, regulations, codes, and/or statutes

Skill in:

- Analyzing and organizing facts, evidence and precedents to ascertain the essential aspects of cases and to present such material in a clear and logical form
- Conducting legal research
- Preparing legal documents and records
- Efficiently reacting and responding to unanticipated problems, questions and issues
- Interpreting laws and ordinances
- Using computer hardware and software including word processing, spreadsheets, databases, email, etc.
- Applying an acquired knowledge of procedures, rules, regulations, and services of office to which assigned

Ability to:

- Manage projects and multiple priorities simultaneously
- Establish and maintain effective working relationships with department and division staff, other departments and clients
- Ensure compliance with applicable federal, state, and local laws, rules, and regulations and statutory requirements
- Convey excellent oral and written communication
- Work effectively under stress
- Maintain confidentiality
- Work with investigators, mental health clinician and support staff to ensure best possible outcome for defendants

Education and experience:

- Graduation from an accredited School of Law
- One to two years of relevant legal experience; which may be as a Law Clerk, or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above
- Licensed attorney in the State of Illinois

A pre-employment background check is required.