



JOB OPENING

Troup County Government

Revised

Position: Public Defender	Department: Court Services	Salary: Depending on Qualifications
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Under general supervision and instruction this position is responsible for the provision of legal services to indigent clients. Success in this position contributes to the effective and efficient representation of clients.

Qualifications/Knowledge:

- ⇒ Must have a Juris Doctor Degree; one to three years related experience is preferred
- ⇒ Must have current membership in the State Bar of Georgia
- ⇒ Must be able to transition into the Law Program (TILPP)
- ⇒ Must have current valid driver's license
- ⇒ Knowledge of local, state and federal law
- ⇒ Knowledge of investigative tools and techniques
- ⇒ Knowledge of trial proceedings
- ⇒ Knowledge of computers and job related software programs
- ⇒ Skill in the completion of legal research
- ⇒ Skill in producing persuasive legal arguments
- ⇒ Skill in the analysis of problems and the development and implementation of solutions
- ⇒ Skill in oral and written communication

Essential Duties and Responsibilities:

- ⇒ Meets with clients to review cases
- ⇒ Analyzes cases and researches legal issues
- ⇒ Prepares cases for court
- ⇒ Meets with and negotiates with prosecutors regarding the resolution of cases
- ⇒ Attends court and hearings on behalf of clients
- ⇒ Oversees the administrative handling of assigned cases, including court notifications, filing of motions and orders, etc
- ⇒ Meets with judges, law enforcement personnel and other officials regarding court, case administration, etc
- ⇒ Performs all other related duties as assigned

Employment Applications will be accepted Until Filled on Troup County's website @ www.troupcountyga.org.

Job #: 06202019 Public Defender

Grade 21

Valerie P. Heard

Valerie P. Heard, Human Resources Director

Eric Mosley

Eric Mosley, County Manager

Troup County is an Equal Opportunity Employer - A Drug Free and Tobacco Free Workplace