

ELKHART COUNTY GOVERNMENTAL POSITION VACANCY NOTICE

DATE POSTED

April 1, 2010

(Job #10-15)

DEPUTY PUBLIC DEFENDER

DEPARTMENT: Public Defender's Office - Adult Services Division

HIRING RANGE: To be discussed

BENEFITS: Full benefits offered

DATE POSITION TO BE FILLED: As soon as possible

HOURS & DAYS OF WORK: 20 Hour Work Week

LOCATION OF POSITION: *Primarily Goshen Office - Elkhart Office as needed.*

TRAVEL REQUIREMENTS: Primarily within Elkhart County (Please fill out driving page on application)

JOB SUMMARY:

Required to provide legal services to all clients, juvenile and adult, to whom the Public Defender's Office is appointed. Attorney may also provide legal assistance in Child in Need of Services and Parental Termination matters as needed. Will conduct client interviews, both in and out of the correctional facilities, process trials, assist in locating witnesses, draft appropriate motions and general correspondence as needed. Primarily Superior Court III, but will require flexibility and willingness to work in all Elkhart County Courts.

JOB REQUIREMENTS:

- ▶ Law degree (J.D.) From an accredited law school
- ▶ Must be admitted to practice law in the State of Indiana
- ▶ Criminal Law Experience preferred, but not mandatory
- ▶ Bi-lingual (Spanish) abilities helpful
- ▶ Pre employment background check

APPLICATIONS AVAILABLE:

- Elkhart County Personnel Office, 117 N. Second Street, Goshen, IN 46526
- Elkhart County Courts Building, Commissioners Office, 315 S. Second Street, Elkhart, IN 46516
- Telephone: (574) 535-6725 FAX: (574) 535-6750
- Web Site: www.elkhartcountyindiana.com E-mail: personnel@elkhartcounty.com

APPLICATIONS ACCEPTED UNTIL POSITION IS FILLED