



151 South Rose Street,
Suite 300
Kalamazoo, MI 49007
Ph: 269-250-5000
kalamazoodefender.org

Assistant Public Defender – Levels 1, 2 or 3

Salary Range: \$70,000 – \$105,000

Kalamazoo Defender is a non-profit organization that represents the adult indigent population charged with a crime within Kalamazoo County – it is the County’s first Public Defender office.

Three things distinguish Kalamazoo Defender from most public defender offices in Michigan: 1) It is a tax-exempt non-profit organization, independent from County government; 2) It is governed by a board of citizens with legal, judicial, medical and social work experience; and 3) It represents a “holistic” model of representation, integrated with Kalamazoo's many human service organizations in order to attend to the whole client, beyond the strict confines of a particular criminal charge.

Kalamazoo Defender’s mission is rooted in the conviction that poverty and various forms of discrimination put our clients on inequitable footing within and beyond our criminal justice system. Our job is to be their zealous defender in the face of these systemic barriers, upholding not just the letter but the spirit of the U.S. Constitution’s Sixth Amendment, whatever the particulars of a given case.

Core Responsibilities

- Provides court appointed indigent defense services within Kalamazoo County Courts.
- Carries a full caseload with supervision from the Chief Public Defender.
- Takes cases at the misdemeanor or felony level, based on experience level.
- Reviews charging instruments, police reports, and other discovery provided by the Prosecution.
- Promptly meets with clients and learns the client's goals for the representation and any special needs of the client.
- Determines what further fact investigation to undertake and directs that investigation, including the identification, consultation and hiring of applicable experts as approved by the Chief Public Defender or designee.
- Determines what legal issues need development, researches those issues, and presents them in the appropriate forum.
- Negotiates with the Prosecution and promptly advises the client of the status of those negotiations.
- Litigates any necessary and appropriate legal issues, including bringing cases to trial.

- Conducts any post-trial litigation necessary such as sentencing and post-trial motions (excluding appeals).
- Maintains availability to other staff members for consultation and education; participates in training programs; maintains current knowledge of appropriate support functions.
- Maintains accurate, complete and legible case files.
- Completes special projects and other duties as assigned by the Chief Public Defender.
- Participates in, administers, or supervises legal clinics held in community forums, based on experience level.
- Mentors less experienced Assistant Public Defenders, based on experience level.

Expertise and Experience

- A Juris Doctorate with license to practice in the State of Michigan—and good standing with the State Bar of Michigan.
- Level 1: Court experience, particularly with criminal proceedings, a plus.
Level 2: Extensive experience litigating cases, with substantial criminal trial experience.
Level 3: Extensive experience litigating cases, with substantial criminal trial experience, including taking complicated and serious offenses to trial.
- Administrative and supervisory experience welcome (Level 1) or preferred (Levels 2/3).
- Experience in a public defender office welcome (Level 1) or preferred Levels 2 & 3).
- Exemplary interpersonal skills.
- Familiarity with the communities from which our clients come and commitment to the holistic model at the heart of Kalamazoo Defender's mission.
- Level 1: Compelling references and a solid legal track record.
Level 2: Compelling references and an impressive legal track record.
Level 3: Highly compelling references and an impressive legal track record.

Benefits

- Competitive salary, quality health care coverage, generous retirement contributions, and ample paid time off.
- An opportunity to work within a dynamic, innovative legal program, backed by a County capable of maximizing Kalamazoo Defender's mission.
- As part of the Kalamazoo community, public school attendees are entitled to participate in the Kalamazoo Promise.

How to Apply:

Please send your resume, a cover letter, and your references to Jobs@KalamazooDefender.org