

**NOTICE OF VACANCY**

(Posted February 8, 2022)

**JOB CLASSIFICATION:** ASSISTANT PUBLIC DEFENDER  
(JUVENILE OR MISDEMEANOR DIVISION)

**DUTIES AND BACKGROUND:** SEE JOB DESCRIPTION BELOW

**ANNUAL SALARY:** STARTING SALARY OF \$51,665.00  
EXCELLENT FRINGE BENEFITS AND WORKING  
CONDITIONS

**APPLY TO:** MR. MICHAEL J. RENZI  
WILL COUNTY PUBLIC DEFENDER  
58 E. CLINTON STREET, SUITE 210  
JOLIET, ILLINOIS 60432

**REQUIREMENTS OF APPLICATION:** ONE PAGE LETTER OF  
APPLICATION AND ATTACHED RESUME; COPY OF CURRENT  
A.R.D.C. CARD ISSUED BY THE ILLINOIS SUPREME COURT;  
MINIMUM THREE (3) LETTERS OF REFERENCE; LAW SCHOOL  
TRANSCRIPTS.

**NO FACSIMILE OR E-MAIL APPLICATIONS WILL BE  
CONSIDERED**

**OCCUPATIONAL TITLE: ASSISTANT PUBLIC DEFENDER**

**JOB DEFINITION:** Assistant to the Will County Public Defender concentrated in the defense of indigent individuals appointed by Circuit Court Judges and Associate Judges in criminal and quasi-criminal proceedings. Includes generally, representation of clients in juvenile, mental health commitment, misdemeanor, traffic, felony and criminal contempt proceedings and related matters as assigned, using knowledge of criminal law, departmental, County of Will and the Circuit Courts of Will County policies, rules, standards and practices, including the rules of conduct and procedure as found in the statutes of the State of Illinois and the rules of the Illinois Supreme Court.

**NATURE OF WORK:**

**Supervisory Relationships:** Responsible to the Will County Public Defender, Chief Felony Defender and other supervisory personnel, as assigned. Responsible to the Circuit and Associate Judges to whose courtroom the Assistant is assigned or otherwise appears; responsible for personnel, functions, equipment and activities, as assigned by the Will County Public Defender or Chief Felony Defender, in coordination with Circuit and Associate Judges, concerning case and trial assignment and management.

**ILLUSTRATIVE EXAMPLES OF WORK:**

The duties of an Assistant Public Defender include, but are not limited to, the following:

1. Interviews clients and witnesses to ascertain the facts of the case;
2. Conducts related investigations on behalf of clients;
3. Correlates findings and prepares case for trial;
4. Represents defendants in all aspects of the case to which they are assigned;

5. Conducts trial or hearing of a cause on behalf of the client, including advising the client of their opinion as to the law and the facts;
6. Conducts all facets of the criminal or quasi-criminal trial or hearings including examination or cross-examination of witnesses, presentation of arguments to the jury, and preparation of jury instructions;
7. Presents offers of negotiated settlement of a cause to the client including appropriate admonitions, advisement of rights, and presentation of opinions as to the merits of the case, both from a factual and legal point of view;
8. Reviews, analyzes and interprets reports, records, and directives;
9. Confers with other counsel, investigators and other support personnel, to obtain data required for preparation and litigation;
10. Assists and coordinates with fellow staff attorneys and others, concerning case preparation and management of cases and court calls, as well as the timing and the conduct of the actual trial;
11. Gives work directives, resolves problems, provides counsel and guidance, prepares trial schedules and sets deadlines to ensure proper completion of case assignments, trial preparation and conduct of trial;
12. Coordinates with fellow attorneys, investigators, support staff and others so as to ensure optimum work performance, effectiveness, and efficiency;
13. Conducts themselves at all times according to appropriate professional, ethical and moral standards.

**MINIMUM QUALIFICATIONS:**

1. Education: Possession of a law degree from an American Bar Association (A.B.A.) accredited college or university required.
2. Licensed and in good standing with the Attorney Registration and Disciplinary Commission of the Illinois Supreme Court required.
3. Appointed and removed by the Will County Public Defender.