

LAW OFFICE OF SARA MOLLO
PUBLIC DEFENDER, 6TH JUDICIAL CIRCUIT

Position Description

Department:	Legal
Position:	Assistant Public Defender

General Summary:

This is a rewarding opportunity working for the Law Offices of Sara Mollo, Public Defender, 6th Judicial Circuit. The work as an Assistant Public Defender is vital and this position allows you to be involved with the defense of indigent individuals accused of a crime. This position also offers you an endless opportunity to make a real difference in the 6th Judicial Circuit. Attorneys are offered extensive entry-level training as well as professional development opportunities.

An active and valid Florida Bar license is required to be in this role. We are also willing to interview candidates awaiting admission to the Florida Bar, as well as those registered to take the next upcoming Florida Bar examination. Please indicate in your cover letter if you are a current member of the Florida Bar. If you are not a current member, please detail the anticipated date of the examination you will take, or have taken, and indicate if you are a Certified Legal Intern. We also encourage you to outline your relevant experience in your cover letter, detailing your interest in the Public Defender's agency and the field of criminal defense.

Core Competencies and Responsibilities:

- Accepting, researching, and preparing each case efficiently and expeditiously;
- Advising and counseling each client regarding plea offers, client's rights and options, strategies, sentencing, appellate rights, etc.;
- Establishing and maintaining a professional relationship with each client, family, witness, and court personnel;
- Maintaining open lines of communications with clients and their families, witnesses, and court personnel;
- Involving investigators, interns and other support staff appropriately;
- Seeking assistance from experts appropriate to the case;
- Demonstrating maturity and a professional demeanor always;
- Exercising sound judgment to achieve desired results;
- Handling emergency assignments when needed;
- Attending and participating in training seminars, division meetings, and staffing sessions;
- Abiding by all Public Defender policies and procedures outlined in manual including but not limited to attendance, punctuality and professional dress code.
- Performing other related work as required.

Qualifications and Skills:

- Must be in good standing with the Florida Bar
- Communicate effectively and professionally with the clients
- Use correct English grammar, spelling and punctuation
- Exhibit sound judgement and good listening skills
- Handle matters with integrity and confidentiality
- Read, plan, and prepare reports, correspondence, and charts in a variety of formats
- Be extremely organized, establish priorities, and meet deadlines
- Manage multiple assignments simultaneously including long- and short-range projects
- Be flexible in work assignments and processes based upon need
- Effectively utilize Microsoft Word, Outlook and Teams
- Ability to read, analyze and interpret general business periodicals, technical procedures, legal documents and government regulations
- Must be able to evaluate problems, isolate key issues, and research and develop alternative solutions
- Must have a valid Florida Driver's License

Benefits include:

- Florida Retirement System benefits
- Life Insurance Coverage
- Comprehensive Medical and Prescription Drug Coverage
- Preventive Care Benefits and Wellness Program
- College Tuition Reimbursement
- Annual Leave and Sick Leave
- Paid Holidays
- To learn more about the eligible employee benefits available, please visit:
www.mybenefits.myflorida.com

Send Resume and Cover Letter to: apply@co.pinellas.fl.us