

ASSISTANT PUBLIC DEFENDER I (OFFICE OF THE PUBLIC DEFENDER)

Requisition ID: 00127564

Job Posting: May 2, 2022, 9:56:43 AM

Closing Date: May 29, 2022, 11:59:00 PM Full-time A.M. P.M.

Posting Salary: \$2,444.32 Biweekly

Organization: Offices Under the President

 <p>Cook County Offices Under The President</p>	<p>Administrative Hearings Auditor Bureau of Administration Bureau of Economic Development Bureau of Finance Bureau of Human Resources Bureau of Technology Facilities Office of the President</p>
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Job Summary

Under general supervision, functions as an attorney performing entry-level legal work and related tasks in representing clients and matters accepted by or assigned to the Public Defender. Participates in and assumes responsibility for cases and matters of minor to moderate difficulty and complexity, particularly with respect to appeals, misdemeanors, delinquency petitions, abuse and neglect cases, habeas corpus, preliminary hearings and minor felonies. Provides legal services to or on behalf of clients who have been charged with criminal offenses in the Circuit Court of Cook County. Advises clients as to court procedures, possible defense postures and possible consequences of those actions. Consults with clients before, during and after courtroom proceedings. Serves, as needed, in weekend and holiday bond court and juvenile detention court.

This position is Actively Recruited.

Minimum Qualifications

- Graduation from an accredited school of law with a Juris Doctorate degree.
- Must be licensed to practice law in Illinois or obtain license by the time of the interview.

PURSUANT TO EXECUTIVE ORDER 2021-1 AND COOK COUNTY’S MANDATORY COVID-19 VACCINATION POLICY, THE SELECTED CANDIDATE WILL BE REQUIRED TO EITHER **SUBMIT PROOF OF FULL VACCINATION OR A REQUEST FOR REASONABLE ACCOMMODATION PRIOR TO THE START OF EMPLOYMENT.** PLEASE CLICK THE FOLLOWING HYPERLINKS FOR THE FULL TEXT OF EXECUTIVE ORDER 2021-1 AND THE COOK COUNTY MANDATORY COVID-19 VACCINATION POLICY.

[Executive Order 2021-1 Vaccination Policy](#)

[Mandatory COVID-19 Vaccination Policy](#)

Candidates who are contacted will be required to produce original required documents (e.g., current driver’s license, diploma, school transcript, certifications, etc.) listed on the Notice of Job Opportunity within five (5) days of being notified, in writing, by the Bureau Chief of BHR (or designee) that they have been provisionally placed on the Interview List. Candidates will be notified of how to submit required documents.

***Degrees awarded outside of the United States with the exception of those awarded in one of the United States territories and Canada, must be credentialed by either the World Education Services (WES) or Educational Credential Evaluators (ECE).**

Knowledge, Skills, Abilities and Other Characteristics

Thorough and accurate knowledge of basic legal principles, concepts and vernacular. Ability to clearly, logically and effectively express verbal and written thoughts and opinions. Ability to effectively communicate and interact with diverse cultures and low-income persons in consultations, interviews and investigations. Ability to probe into sensitive social issues involving family, (i.e. sexual abuse, child abuse, substance abuse and domestic violence). Ability to conduct excellent trial advocacy work, interviews and investigations. Ability to consult with social workers, probation officers, medical experts, legal associates and others to assess the options available to the defense and to advise clients of the same.

Physical Requirements

Light Work

Light Work involves exerting up to 20 pounds of force occasionally or up to 10 pounds of force frequently, or a negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects. Even though the weight lifted may be only a negligible amount, a job/occupation is rated Light Work when it requires: (1) walking or standing to a significant degree; (2) sitting most of the time while pushing or pulling arm or leg controls; or (3) working at a production rate pace while constantly pushing or pulling materials even though the weight of the materials is negligible.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.

***This position requires successful completion of post-offer tests, which may include a background check, drug screen and medical examination.**

Falsification of any information in the application process will result in disqualification, dismissal after hire, and/or placement on the County's Ineligible for Rehire List for a period of two (2) or five (5) years. For current County employees, such falsification may result in discipline, up to and including termination, and placement on the County's Ineligible for Rehire List for a period of two (2) or five (5) years. *See Cook County Code of Ordinances, Article II, Sections 44-54 Unlawful Practices Relating to Employees and Employment - Penalty, 44-56 Political Discrimination; Cook County Employment Plan, Section V.N. Pre-Interview License and Certification Verification; Supplemental Policy No. 2014-2.13 Ineligible for Rehire List; and Cook County Personnel Rules 3.3(b) (7) (d)*

EEO Statement

Cook County Government is an Equal Employment Opportunity ("EEO") employer. Cook County prohibits illegal discrimination and harassment and affords equal employment opportunities to employees and applicants without regard to race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, source of income, housing status, military service or discharge status, gender identity, genetic information, or any other protected category established by law, statute or ordinance as further defined in Chapter 44. Human Resources, Article II. Personnel Policies, Section 44-53 of the Cook County Code of Ordinances and Chapter 42. Human Relations, Article II. Human Rights, Section 42-35 of the Cook County Code of Ordinances.

NOTE: As an internal candidate, should you be offered the position, salary allocations shall abide by the Cook County Personnel Rules.

***Must be legally authorized to work in the United States without sponsorship.**

Social Media Disclaimer

The County's hiring process is governed by the Cook County Employment Plan which prohibits employment actions from being influenced by any Political Reasons or Factors for Non-Exempt Positions. The advertisement of this position by any individual does not constitute an offer or promise of employment, promotion, or any other employment action and shall not influence the County's hiring decision. Cook County officials and employees who become aware of or receive a complaint that involves an allegation of Political Reasons or Factors being considered in the hiring process of Non-Exempt positions are obligated to refer the complaint to the Cook County - Office of the Inspector General. If the Cook County Inspector General sustains allegations of Political Reasons or Factors being considered, Cook County will disqualify the Applicant or Candidate from consideration for employment and disciplinary action will be imposed on any involved Cook County employees, if applicable.