

# MERCER COUNTY JOB POSTING

**POSITION:** Public Defender  
**DEPARTMENT:** Public Defender's Commission  
**SALARY:** Commensurate with experience  
**POSTING DATE:** 8:00 a.m., November 10, 2022  
**CLOSING DATE:** 4:00 p.m., December 10, 2022

## MINIMUM REQUIREMENTS

In accordance with Chapter 120 of the Ohio Revised Code, the Mercer County Public Defender shall be appointed by the Mercer County Public Defender Commission for a term not to exceed four years. To be eligible for the position, the Mercer County Public Defender shall be an attorney with a minimum of five (5) years of experience in the practice of law and be admitted to the practice of law in Ohio at least one year prior to appointment.

Pre-employment testing required.

Visit Mercer County's website, [www.mercercountyohio.org](http://www.mercercountyohio.org), where employment applications and current job postings are available for viewing and/or downloading. PLEASE NOTE: A completed Mercer County application must be received by 4:00p.m., December 10, 2022. EOE/AA/ADA

## MERCER COUNTY JOB OPENING ANNOUNCEMENT

Where Applications Taken:  
Mercer County Public Defender's Commission  
Email: [commission@publicdefender.mercercountyohio.gov](mailto:commission@publicdefender.mercercountyohio.gov)

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### MERCER COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Mercer County does not discriminate on the basis of race, color, national origin, sex, religion, age and handicapped status in employment or the provision of services.

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DEPARTMENT:	<b>Public Defender's Commission</b>	POSITION:	<b>Public Defender</b>
POSTING DATE:	8:00a.m. November 10, 2022	LOCATION:	West Livingston St. Celina, Ohio 45822
CLOSING DATE:	4:00 p.m. December 10, 2022	WORKING HOURS:	8:00am-4:00 pm M-F (Other as required)
EFFECTIVE DATE:	As soon as possible	SALARY:	Commensurate with experience

In accordance with Chapter 120 of the Ohio Revised Code, the Mercer County Public Defender shall be appointed by the Mercer County Public Defender Commission for a term not to exceed four years. To be statutorily eligible for the position, the Mercer County Public Defender shall be an attorney with a minimum of five (5) years of experience in the practice of law and be admitted to the practice of law in Ohio at least one year prior to appointment.

In carrying out the responsibilities and performing the duties of the Office, the Mercer County Public Defender shall:

1. Take all steps necessary to maintain a physical office in Mercer County with a library of adequate size, and with confidential space within which to meet with clients of the Office.
2. Keep and maintain financial records of all cases handled by the Office and develop records for use in the calculation of direct and indirect costs in the operation of the Office.
3. Report monthly to the Ohio Public Defender on all relevant data on the operations of the office including costs as well as report at other times to the Ohio Public Defender, when requested, to provide information concerning the operations of the Office.
4. Work with the Mercer County Commissioners and the Administrative Judge of the Mercer County Court of Common Pleas to insure that appointments of the Mercer County Public Defender Commission are properly maintained.
5. Report at least quarterly to the Mercer County Public Defender Commission to provide information concerning the operations of the Office. This duty includes:
  - A. Scheduling and providing proper notice of all meetings of the Mercer County Public Defender Commission.
  - B. Prepare complete and accurate agendas and minutes of the Mercer County Public Defender Commission.
  - C. Maintain proper records of actions, policies, and decisions of the Mercer County Public Defender Commission.
6. Report at least annually to the Mercer County Commissioners to provide information concerning the operations of the Office.
7. Work with and complete necessary reports for other County Departments, including but not limited to the Mercer County Department of Human Resources, the Mercer County IT Department, the Mercer County Finance Department, and the Mercer County Auditor's office to address issues such as payroll, employment, office expenses, and office assets and resources.
8. Collect all moneys due to the Office and develop procedures for payment of said funds to the county treasury to the credit of the general revenue fund.
9. Subject to the authority of the Mercer County Public Defender Commission to recommend an annual operating budget in accordance with Chapter 120 of the Ohio Revised Code, develop policies and procedures that:
  - A. Inform the Mercer County Public Defender Commission and the Mercer County Commissioners of reasonable and necessary costs and expenses for the Office

- B. Advocate for resources in parity with the Mercer County Prosecutor's Office as well as salaries and benefits in parity with the Mercer County Prosecutor's Office.
10. Appoint assistant county public defenders and other personnel necessary to the functioning of the Office, subject to the authority of the county public defender commission to determine the size and qualifications of the staff in accordance with Chapter 120 of the Ohio Revised Code.
  11. Given that the need for indigent defense is greater than the capacity of the Office, work with other members of the criminal justice system in Mercer County to develop and implement a public defense system that allows for the selection, funding and payment of defense counsel that is independent from the Courts and that utilizes both the Mercer County Public Defender's Office and the active participation of the private bar.
  12. Develop, implement, and monitor caseload standards for Office attorneys that permit the rendering of quality representation.
  13. Develop, implement, and monitor policies and procedures that screen applicants for eligibility of indigent defense assistance.
  14. Develop, implement, and monitor policies and procedures that allows, as soon as feasible, for the assignment of counsel that matches the complexity of the case with counsel's ability, training, and experience as,
  15. Develop, implement, and monitor policies and procedures that assure that, as soon as feasible, applicants and Courts are notified of any decision on the appointment of legal counsel.
  16. Develop, implement, and monitor policies and procedures that all Office attorneys to attend continuing legal education and that allow for all Office attorneys and administrative staff to be properly trained.
  17. Develop, implement, and monitor Office policies and procedures that fully and fairly:
    - A. Allows for the orderly and efficient operation of the Office;
    - B. Identifies and monitors duties, jobs and expectations for each employee of the Office; and,
    - C. Details the procedures to be taken should an employee's conduct fall below Office expectations.
  18. Develop, implement, and monitor any and all other policies and procedures that are reasonable and necessary to comply with State or Federal law, including but not limited to maintaining confidential client files, developing proper records retention and file destruction procedures, and compliance with Public Records requests and Ohio's Sunshine Law.

19. Seek, solicit, and apply for grants for the operation of programs for the defense of indigent persons from any public or private source, and may receive donations, grants, awards, and similar funds from any lawful source.
20. Consult and cooperate with professional groups concerned with the causes of criminal conduct, the reduction of crime, the rehabilitation and correction of persons convicted of crime, the administration of criminal justice, and the administration and operation of the Office.
21. Accept the services of volunteer workers and consultants at no compensation other than reimbursement for actual and necessary expenses.
22. Prescribe any forms that are necessary for the uniform operation of the Office.
23. Provide quality representation to Office clients assigned to the Public Defender.

**WRITTEN APPLICATIONS MUST BE COMPLETED BY CLOSING DATE**