



Adams County Public Defender

To apply, please submit an updated resume and cover letter to hr@adamscountyne.gov.

Adams County is seeking a dedicated and mission-driven Public Defender to provide high-quality legal representation to indigent clients and lead the operations of the Public Defender's Office. This is an exceptional opportunity for an experienced attorney who is passionate about protecting constitutional rights and committed to public service.

As the Public Defender, you will represent clients in misdemeanor and felony cases, juvenile matters, paternity and child support actions, and mental health board proceedings. You will also serve as the department head, overseeing staff, budget preparation, and the administrative functions essential to ensuring effective and ethical legal services for the community.

About the Role

This position requires strong courtroom skills, sound legal judgment, and the ability to manage a diverse caseload with independence and professionalism. You will:

- Review evidence, research applicable law, interview interested parties, and develop strategic case plans.
- Represent clients in court proceedings ranging from arraignments to jury trials.
- Negotiate with prosecutors, prepare legal filings, draft briefs, and advise clients on their rights and options.
- Work collaboratively with court officials, law enforcement, social service agencies, and office staff.
- Lead the Public Defender's Office, including staff supervision, performance management, and operational oversight.
- Maintain strict confidentiality and uphold the highest ethical standards.



This position offers considerable autonomy, professional challenge, and the chance to make a lasting impact on individuals and families in Adams County.

Essential Responsibilities

Client Representation

- Advocate for indigent clients in misdemeanor and felony matters, juvenile cases, paternity/child support issues, and mental health board petitions.
- Attend and present in court hearings, jury trials, appeals, evidentiary hearings, sentencing, and specialty courts.
- Conduct thorough legal research, analyze case law, develop strategies, and prepare all necessary legal documents.
- Interview defendants, victims, witnesses, law enforcement officers, and other involved parties.
- Prepare and argue motions, briefs, objections, and appeals.
- Negotiate settlements and plea agreements with opposing counsel.
- Provide clients with clear guidance on legal issues and available options.
- Protect and advocate for clients' rights at every stage of the legal process.

Leadership & Administration

- Oversee the daily operations of the Public Defender's Office.
- Supervise staff, assign cases, provide feedback, and take disciplinary action when necessary.
- Manage payroll approvals, personnel decisions, and hiring/termination as required.
- Prepare and submit annual budgets to the County Board.
- Negotiate service and equipment contracts.
- Maintain office operations in accordance with County policies and procedures.
- Ensure compliance with continuing legal education requirements.



Collaborative & Professional Duties

- Respond promptly and professionally to inquiries from Commissioners, County staff, and clients.
- Coordinate effectively with internal and external partners to enhance service delivery.
- Maintain confidentiality, professionalism, and adherence to all safety and policy standards.
- Perform additional duties as assigned by the Court.

Preferred Strengths

- Advanced legal research skills and strong negotiation abilities.
- Clear, precise written and oral communication.
- Ability to analyze facts, organize case materials, and anticipate possible outcomes.
- Skilled at presenting legal strategies and arguments in court.
- Effective relationship-building with clients, colleagues, and justice system partners.
- Strong time-management skills and the ability to work under deadlines.
- Integrity, creativity, initiative, and sound professional judgment.
- Proficiency with Microsoft Office and standard legal software.
- Ability to work independently and handle sensitive matters with professionalism.