


# Will County Job Description

## Assistant Public Defender

DATE OF LAST REVISION: 03/2026

	<b>DEPARTMENT</b>	Public Defender's Office		
	<b>REPORTS TO</b>	Public Defender		
	<b>CLASSIFICATION</b>	Union	<b>FLSA STATUS</b>	Non-Exempt
	<b>EMPLOYMENT STATUS</b>	Full-Time	<b>PAY GRADE</b>	\$75,000-117,500
	<b>POSITION EMERGENCY STATUS</b>	Critical	<b>OSHA HRC</b>	Lower Exposure Risk

### POSITION OVERVIEW

Once appointed by the Judiciary of the 12<sup>th</sup> Judicial Circuit, all Assistant Public Defenders provide indigent clients with legal representation in criminal and quasi criminal matters. Assistant Public Defenders represent clients in juvenile, misdemeanor, local traffic and felony matters.

### ESSENTIAL JOB FUNCTIONS

- Advising Clients of their legal options in criminal cases.
- Understanding penalties associated with criminal charges.
- Representing Clients in their court proceedings.
- Protecting a Client's interest during their court proceedings.
- Conducting trials and hearings.
- Negotiating offers with Assistant State's Attorneys.
- Reviewing and summarizing the evidence to Clients
- Conducting legal research on issues that are raised.
- Drafting and Filing Motions for a case.
- Collaborating with Investigators and Mitigation Specialist as needed.
- Regular, punctual, and predictable attendance is required.
- Perform other related duties and special projects as assigned and as directed.

### ADDITIONAL JOB FUNCTIONS

- Document and manage case files.

## MINIMUM POSITION REQUIREMENTS/QUALIFICATIONS

### EDUCATION AND EXPERIENCE

- Law Degree required.
- Ability to communicate effectively with Clients, Colleagues, Judges, Opposing Counsel and other Court Personnel.
- Ability to prioritize and multi-task several case files.

### LICENSES AND CERTIFICATIONS

- License to Practice Law in Illinois required.

## REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

*For successful performance in this position, the incumbent will need to demonstrate the following:*

### KNOWLEDGE (of):

- Illinois Law

### SKILLS:

- Excellent verbal and written communication skills.
- Excellent interpersonal skills, with the ability to manage sensitive and confidential situations with tact, professionalism and diplomacy.
- Excellent organizational skills and attention to detail.

### ABILITY (to):

- The ability to read, analyze and interpret federal, state, and local legislation and regulations related to criminal and quasi criminal matters.
- The ability to draft Motions and other pleadings for clients.
- The ability to communicate a client's interest to a jury, the Court or opposing counsel.
- The ability to lift to 10 pounds.

## MANAGERIAL/SUPERVISORY RESPONSIBILITIES

None.

## ENVIRONMENTAL AND PHYSICAL DEMANDS

### ENVIRONMENTAL

- This position is performed in both an office environment and a court room setting.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The working conditions of the job are mainly fast paced in a courtroom setting and more of a slower pace when work is done in the office. Daily exposure to outdoor elements will be required when walking to and from court.

### PHYSICAL

- While performing these duties the employee is required to stand when their cases are addressed in court.
- This position requires the ability to present verbal presentations and communicate with others.
- Occasional evening work may be required when there is an ongoing trial matter.
- While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel or operate a laptop, and telephone. The employee is required to frequently stand, talk and hear.
- The ability to lift up to 10 pounds.

**Americans with Disabilities Act (ADA):** *This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job related responsibilities and tasks other than those stated in this specification. Duties, responsibilities, and activities may change at any time with or without notice. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the functions or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) as amended. Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*

**Equal Opportunity Employer:** *The County of Will provides equal employment opportunities (EEO) to all employees and applicants for employment. In addition to all Federal law requirements, County of Will also complies with all other applicable state and local laws governing nondiscrimination in employment in every agency, department, and location in which the County has employees. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, wages, benefits, training, transfers, promotion, leaves of absence, layoff, recall, and termination. This policy is applied without regard to race, creed, color, national origin/ancestry, religion, sex, gender-related identity, sexual orientation, age, disability (mental or physical), pregnancy, genetics, marital status, parental status, citizenship status, order of protection status, arrest record, and military status. The County of Will expressly prohibits any form of workplace harassment, intimidation and/or bullying based on these protected classes and to all employees at large. Improper interference with the ability of County of Will's employees to perform their job duties may result in discipline up to and including discharge from employment.*

**JOB DESCRIPTION ACKNOWLEDGEMENT**

**POSITION TITLE:** Assistant Public Defender

**DATE RECEIVED:** Click or tap here to enter text.

I understand that nothing in this position description restricts this organization's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the assignment of essential job functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor, and I fully understand the nature and purpose of this position description and its related duties.

EMPLOYEE SIGNATURE

PRINTED NAME

SUPERVISOR SIGNATURE

PRINTED NAME