

# *Jefferson County Public Defender's Office*

**THE JEFFERSON COUNTY PUBLIC DEFENDER'S OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER.** We encourage all qualified applicants to apply without regard to age, color, national origin, disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression.

## **INTAKE SPECIALIST**

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The Jefferson County Public Defender (JCPD) seeks applications for the position of Intake Specialist for the Birmingham Division to join an interdisciplinary criminal defense legal team. The ideal candidate should have an interest in learning about the criminal justice system and be able to present a professional and welcoming image as the first point of contact clients have with our office. The ideal candidate will work well within a team and be able to manage time sensitive tasks. This position is ideal for someone looking to learn about the courts and interact with judges and other courtroom personnel.

All skills must be completed simultaneously working with a team of dedicated Public Defenders focused on holistic, client-centered representation. Our office is committed to seeking and sustaining a culturally and ethnically diverse working environment. We are an office of 40+ attorneys and a complete array of administrative support staff, investigators and social service workers. We firmly believe that continuing to build a diverse staff with expertise and interest in serving our indigent clientele who come to us with diverse needs, backgrounds and ethnicities and abilities will yield better results for our clients and our office.

Intake employees may not engage in employment outside of the office without the express permission of the Public Defender.

The Jefferson County Public Defender's Office is located at 950 22<sup>nd</sup> Ave. North, Birmingham, AL 35203. This is a full-time position, work hours are generally 8:00am – 5:00pm, Monday – Friday. Occasional evening and weekend hours may be required when needed.

### **THE SUCCESSFUL CANDIDATE WILL HAVE:**

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- Minimum High School Diploma or GED;
- Excellent written and oral communication skills;
- Proficiency in word processing;
- Significant experience with computers and e-mail;
- Proficiency in the use of web-based software, MS Word, and MS Excel;
- The ability to professionally relate to clients, colleagues and court personnel;
- Organizational skills;
- Self-motivation;

- Demonstrated commitment to advancing and defending indigent defendants and willingness to support JCPD's mission, vision, and values;
- Ability to work sensitively with the indigent community;
- Ability to manage stress, handle a large caseload and work in a fast-paced environment.

## RESPONSIBILITIES:

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- Assist clients in completing eligibility forms;
- Conducting conflict checks;
- Entering information into a case management database;
- Answering the main switchboard and directing callers to staff and making referrals;
- Processing office files by updating information in a database;
- Creating and sending form letters;
- Greeting and assisting visitors to the office;
- Perform administrative tasks related to grant reporting and other requirements;
- Interpreting/translating (assuming additional language fluency);
- Perform other tasks as required and directed by supervisory staff.

## COMPENSATION AND BENEFITS

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**Salary Range: \$27,000-\$30,000/year**

Employees of the Jefferson County Public Defender's Office receive State of Alabama Employee benefits including:

- Paid sick leave;
- 13 paid holidays;
- Paid annual leave;
- Subsidized employee health insurance, with optional family coverage;
- Flexible employee benefits; and
- Retirement plan.

Interested applicants should send a resume and cover letter to [careers@jeffcodefender.org](mailto:careers@jeffcodefender.org).

**Positions within the Jefferson County Public Defender's Office are at-will and not subject to the State of Alabama's Merit System.**

***The deadline to apply is Monday, November 2, 2020 at 5:00pm CST.***

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