

## JOB POSTING

<b>Organization:</b>	Crawford County Courthouse
<b>Department:</b>	Office of the Public Defender
<b>Job Title:</b>	Intake Specialist
<b>Work Location:</b>	903 Diamond Park, Suite B1 Meadville, PA 16335
<b>Union:</b>	PSSU Local 668 SEIU
<b>Bargaining Unit:</b>	Court Related Unit
<b>Type of Position:</b>	Full-Time
<b>Start Range:</b>	\$18.44/hr                      Subject to union contract
<b>Posting Length:</b>	7 days
<b>Posting Dates:</b>	April 26, 2024 – May 3, 2024
<b>Contact Number:</b>	(814) 333-7367
<b>Additional Information:</b>	Work hours are 8:30 a.m. to 4:30 p.m. Monday - Friday (35 hrs weekly) Overtime occasional.
<b>Job Qualifications:</b>	<p>Prior experience in law enforcement or formal education in criminal justice desired, but not necessary.</p> <p>Must have a familiarity with legal system, which include, the Crimes Code, the Vehicle Code, the Drug Device and Cosmetic Act, and the offenses under the Department of Public Welfare Code.</p>
<p><b>Job Description:</b></p> <p>Responsible for interviewing people charged with a criminal act: to determine whether they are indigent and therefore, have a right under the law for a free attorney through the Crawford County Public Defender's Office.</p> <p>ALL INFORMATION IS HIGHLY CONFIDENTIAL</p>	<p><b>Job Duties:</b></p> <p>Interviews all clients who apply for representation by the Office of the Public Defender.</p> <p>Determine financial qualifications of all applicants.</p> <p>Recommends how cases are assigned to the office's attorneys.</p> <p>Assist attorneys and staff in resolving cases.</p> <p>Acts as a communication liaison when instructed by attorney.</p> <p>Must keep current with developments in the law.</p> <p>Performs other requested or assigned duties.</p> <p>Will be required to serve subpoenas or interview witnesses as requested.</p> <p>Must have own transportation.</p>
<b>Last Date Job Applications Will Be Accepted:</b>	May 3, 2024 4:30pm
CRAWFORD COUNTY IS AN EQUAL OPPORTUNITY.	