

## COLLABORATIVE DEFENSE TOOLKIT

# Non-Attorney Job Descriptions

The introduction of innovative high-performing non-attorney staff into the defense team necessitates the deployment of recruitment strategies targeting the highest quality candidates. This includes utilizing recruitment materials that properly advertise the breadth and unique elements of the position. A job description that clearly communicates the expansive roles and responsibilities of a client advocate, mitigation specialist, or similar position can assist defense agencies in attracting competitive personnel.

These job descriptions are also useful tools for defense agencies to demonstrate any updates made to their office's mission, values, and their vision for incorporating client services staff. This has the potential to spark a newfound interest in the public defender in social services from staff who previously did not have the opportunity to work in these offices. It also conveys the expansion of the public defender's scope of practice to relevant community actors.

## Making It Your Own

These sample job descriptions provide a template for both county and non-county, clinical and non-clinical postings, outlining the basic scope of work for a typical support staff member. All listed responsibilities are meant to be tailored to fit each office's needs and client service delivery model. Additionally, this list is not exhaustive and can be expanded to fit the role as needed. As each jurisdiction is unique in its requirements and local agencies and providers, this posting should be specified and altered to comply with county guidelines and hiring protocols for minimum qualifications.

- **Legal Advocate or Non-Attorney Job Description (County and Non-County)**

A posting for non-clinical, non-attorney support staff members that work to ensure proper client service delivery. This position assists attorneys in identifying client needs, navigating enmeshed penalties of arrest, and conducting referrals to necessary service beyond that of the criminal case.

- **Clinical Social Worker Job Description (County and Non-County)**

A posting for a member of the defense team who can provide clinical support and conduct high-level mitigation for clients. This position requires a MSW or other certification that allows the social worker to properly assess clients and develop treatment plans.