

# Sumter County Office of Human Resources



**Kimberly R. Hooks**  
Human Resources Assistant  
Telephone (803) 774-2824  
FAX (803) 774-2827

**Sumter County**  
Administration Building  
13 East Canal Street  
Sumter, SC 29150

## Sumter County is Presently Seeking an Assistant Public Defender for the Third Circuit Public Defender's Office Starting Salary DOQ

**Examples of Work Performed:** As a Public Defender, you will represent indigent individuals charged with criminal offenses in Sumter County, serving the community by guaranteeing the fundamental right to counsel. You can expect to spend a lot of time in the courtroom where you'll try criminal cases, argue motions, and negotiate plea bargains. To prepare for your duties in court, you will participate in case investigation including crime scene investigation, interview witnesses and victims, examine evidence, research legal issues, evaluate and prepare witnesses for trial, and assist in jury selection. In addition to your daily work as a Public Defender, you'll also have opportunities to attend professional conferences, trainings, seminars, and workshops, and participate in various community and civic organizations.

**Required Knowledge, Skills & Abilities:** Conducts initial case evaluations as assigned: reviews case file and analyzes the facts and evidence of the case; assesses client eligibility and needs; reviews criminal histories; determines appropriateness of diversion, dismissal, or charges; reviews accuracy of jurisdiction, venue, and scope of arrest powers; ensures sufficient probable cause; prepares or reviews charges and discovery; and prepares for arraignment. Investigates, analyzes, and prepares assigned cases for hearings and trials: interviews clients in and out of custody; requests and inspects records and evidence; prepares graphics and exhibits; makes investigative requests and follows up on leads; obtains and reviews lab results and analysis; identifies and interviews witnesses and verifies alibis; observes crime scenes; subpoenas witnesses and prepares them for trial; prepares client for trial; determines need for, procures, and interviews expert witnesses; assesses need for and coordinates psychological or other evaluation of client; anticipates legal issues; and develops case strategies. Represents assigned clients at arraignments, preliminary and pre-trial hearings and conferences, probation and sentencing, post-adjudication/post-conviction hearings, alternative and diversion programs, specialty courts, or any related courtroom proceedings: prepares and argues motions and evidence; negotiates and presents plea resolutions; negotiates at all stages on behalf of the client; advises clients regarding the acceptance or rejection of plea offers; and participates in jury selection, opening and closing statements, evidence presentation, witness questioning, and bond/sentencing recommendations; performs other related duties as required.

**Minimum Requirements:** Requires a Juris Doctorate from an accredited law school. Must possess and maintain a valid South Carolina Driver's license. Must possess and maintain licensure from the South Carolina Bar Association.

**Benefits:** Sumter County Government participates in the SC State Health Plans and Retirement Plans administered by PEBA (Public Employee Benefit Authority). A complete listing of benefits and eligibility requirements can be found by accessing [peba.sc.gov](http://peba.sc.gov). An overview of benefits and eligibility will be provided in the pre-employment packet and again during the new hire orientation. The office pays for yearly CLE credits, primarily through attendance at the Public Defender Conference.

**Request Assistance:** If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site as a result of your disability. You can request reasonable accommodations by contacting Human Resources at (803) 774-2824 or emailing [khooks@sumtercountysc.gov](mailto:khooks@sumtercountysc.gov).

**Reasonable Accommodation:** Applicants with disabilities may contact Sumter County Government – Human Resources via telephone at (803) 774-2824, FAX (803) 774-2827 or e-mail [khooks@sumtercountysc.gov](mailto:khooks@sumtercountysc.gov) to request and arrange for accommodations. If you need assistance to accommodate a disability, you may request an accommodation at any time.

**Qualified Candidates are to:**

Visit our website at [www.sumtercountysc.org](http://www.sumtercountysc.org) for a pre-employment application

**And**

Fax cover letter, résumé and application to Kimberly R. Hooks at (803) 774-2827

**Or**

Email to [khooks@sumtercountysc.gov](mailto:khooks@sumtercountysc.gov)

**Opening Date: March 8, 2023**

**Closing Date: Until Filled**

**EEO/AA  
DRUGS DON'T WORK**