

Job Opportunities



About the Program

The Office of the San Bernardino County Law Offices of the Public Defender is currently recruiting qualified candidates to work as **Contract Attorneys, Paralegal, Mitigation Specialist and Office Assistant** on the **Public Defense Pilot Program**. These positions offer an exciting opportunity to represent clients with resentencing under Penal Code Sections 1170(d)(1), 1170.95, and 3051. (See BSCC website for information about the Public Defense Pilot Program. [Public Defense Pilot Program – BSCC \(ca.gov\)](#))

CONTRACT ATTORNEY

Public Defense Pilot Program Contract Attorney duties will include:

1. Conducting legal research.
2. Filing and litigating motions in court.
3. Managing client case files, corresponding with clients.
4. Participating in an orientation process, and ongoing training.

The ideal candidate will have at least two (2) years of full-time experience in the practice of criminal law.

Requirements

Qualified candidates must be licensed attorneys with the California State Bar in good standing.

Salary

The positions offer a competitive salary, from \$74,672 to \$172,993 annually, commensurate with experience. Additionally, a generous benefit package includes health, dental, vision and life insurance for employees and eligible dependents.

PARALEGAL

Public Defense Pilot Program Paralegals will support Public Defense Program attorneys and other staff by:

1. Gathering, organizing, and preparing various documents and for client files.
2. Assisting attorneys with preparing and filing legal documents in court.
3. Organizing and archiving documents related to client files.
4. Keeping track of changes in legal framework, court dates, and other deadlines related to client representation.

The ideal candidate will have: a certificate of a Paralegal Program approved by the American Bar Association or; completed at least 24 credits in Paralegal Studies at an accredited, or State-Approved, College or University; or complete a Bachelor's Degree in any field with one year of experience working under the supervision of a California lawyer who has been licensed for at least three years.

Salary

The position offers a competitive salary, from \$51,521 to \$70,699 annually, commensurate with experience. Additionally, a generous benefit package includes health, dental, vision and life insurance for employees and eligible dependents.

Applicants are encouraged to apply and submit their resume online:
[Job Opportunities](#) | [Sorted by Job Title ascending](#) | [Join the San Bernardino County Team! \(governmentjobs.com\)](#)

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MITIGATION SPECIALIST

Public Defense Pilot Program Mitigation Specialist will support Public Defense Program attorneys and other staff by:

1. Reviewing case files, documents, reports and declarations of medical and forensic experts; suggesting appropriate avenues for conducting further investigation into potential mitigation issues.
2. Consulting with attorneys on potential legal issues and factual support and, providing resources and assistance in obtaining resources for identified concerns.
3. Recruiting and coordinating a pool of mental health experts with a broad range of specialties and disorders to evaluate the client's mental state and present mitigating evidence at trial.
4. Maintaining and developing expert knowledge of the protocols and methodology for investigating, evaluating, and documenting a capital client's physical, psychological, and mental development relevant to constitutional and statutorily recognized mitigation claims.
5. Preparing reports and recommendations for attorneys or the court, incorporating expert information and opinions for mitigation purposes.

The ideal candidate will have a Master's Degree in Social Work (MSW) or closely related field; **AND** at least two (2) years of experience providing direct social work to clients involved in the criminal justice system.

The position offers a competitive salary, from \$70,657 to \$97,302 annually, commensurate with experience. Additionally, a generous benefit package includes Health, Dental, Vision and Life Insurance for employees and eligible dependents.

OFFICE ASSISTANT

Program Office Assistants will provide clerical support to Program attorneys and other staff. The duties will include:

1. Creating, maintaining, and uploading information into client files via the Department Case Management System.
2. Accurately conducting client conflict checks according to Department conflict check policy.
3. Assisting in the maintenance and creation of court calendars.
4. Timely filing of documents in court.
5. Accurately and promptly taking, recording and conveying messages from clients, client relatives and members of the public.

The ideal candidate will have excellent clerical skills, including but not limited to, typing, experience working with Microsoft Word, Outlook and Excel, and experience working with other computer software programs.

The positions offer a competitive salary, from \$33,612 to \$46,155 annually, commensurate with experience. Additionally, a generous benefit package includes Health, Dental, Vision and Life Insurance for employees and eligible dependents.

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