



Attorney - Public Defender/Municipal Attorney

City of Hoboken – Department of Administration

### General Summary

The City of Hoboken is seeking a qualified attorney to serve as the City's Chief Public Defender and perform other legal services. The attorney shall work in-house, full time, and shall be required to attend all Municipal Court sessions. The attorney shall provide legal representation to any individual charged in the Hoboken Municipal Court with offenses that are assigned a public defender by the Court. The attorney shall also perform other legal services assigned by the City.

### Duties & Responsibilities

- Manage the day to day operation of the office of the Public Defender
- Provide legal representation and defense for individuals that qualify for Public Defender Services
- Ability to work with Municipal Court Judges and Municipal Prosecutors
- Prepare official correspondence
- Maintain essential records, reports, and files
- Understanding of legal proceedings, trial practices, criminal trial procedure and rules of evidence
- Interview clients, gather and analyze information
- Preparation of pleas, motions, and legal briefs

### Education & Experience

A minimum of two years of experience as a practicing attorney in Criminal Law

Licensed Attorney-At-Law in the State of New Jersey

Member in good standing of the New Jersey Bar Association

Salary Range - \$80,000 - \$100,000

Please submit cover letter and resume by email to Michael Kraus at [mkraus@hobokennj.gov](mailto:mkraus@hobokennj.gov)