

DEPARTMENT: MINI-CASSIA PUBLIC DEFENDER OFFICE
DIVISION: ADMINISTRATION
JOB TITLE: DEPUTY PUBLIC DEFENDER
LAST UPDATE: FEBRUARY 2013
FLSA STATUS: EXEMPT

JOB SUMMARY:

Performs a variety of administrative, supervisory, and professional legal duties as required to expedite the efficient and effective litigation of criminal cases involving indigent individuals. May defend indigent persons in misdemeanor, child protection, and involuntary commitment cases. This is a full-time position; the deputy public defender will not be allowed to engage in the practice of civil law and/or criminal law, other than in the discharge of the duties of this office.

NATURE AND SCOPE:

Works under the general supervision of the appointed Mini-Cassia Public Defender. For policy, payroll and benefits purposes, is a Cassia County employee.

MINIMUM JOB QUALIFICATIONS AND SKILLS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

1. Graduation from an accredited law school.
2. Admission and current membership in the Idaho State Bar.
3. Valid Idaho driver's license.
4. Ability to respond to and serve the public with courtesy and respect.

ESSENTIAL JOB FUNCTIONS:

1. Considerable knowledge of current criminal law, criminal procedure, and legal ethics and their application.

2. Considerable knowledge of criminal trial procedures and the Rules of Evidence.
3. Knowledge of Idaho Code, constitutional provisions and local ordinances as they apply to representation of criminal defendants, juveniles, and/or parties in child protection matters, or involuntary commitments.
4. Knowledge of criminal law issues related to search and seizure, felony intake/screening, pleadings, etc.
5. Ability to successfully conduct the defense in all criminal cases.
6. Ability to present statements of fact, law and argument.
7. Ability to gather and evaluate information obtained through research, investigations and interrogations.
8. Ability to develop effective relationships with the public, government officials and judicial personnel.
9. Ability to solve practical problems requiring reasoning; to adapt or modify existing systems, procedures, or methods to new situations; to find alternative solutions by weighing alternatives and developing action plans; to multi-task.
10. Ability to read, analyze, and interpret documents and information; to present information and respond to questions in one-on-one situations and from groups of managers, clients, and customers of the Counties and general public, to read, write and speak in English.
11. Ability to adequately provide representation of indigent clients in accordance with Federal and State law, and the Idaho Rules of Professional Conduct.
12. Receive case assignments and monitor case progress.

SPECIFIC DUTIES:

1. May be required to provide public/individual defense related to various felony, misdemeanor, juvenile, sanity/commitments, health/welfare and child abuse cases.
2. Counsel with clients.
3. Meet with attorneys and judges to discuss and determine plea options.
4. Negotiate as needed to secure best defense options for clients.
5. Prepare and defend actions against indigent individuals arising out of alleged criminal activities.
6. Interview victims of crimes, witnesses and law enforcement officers.

7. Determine appropriate pleas or best avenue for defense as needed to establish guilt or innocence.
8. Prepare for court by performing legal research, drafting briefs, gathering and analyzing evidence
9. Present the defendant's case in criminal proceedings.
10. Attend and participate in arraignments, sentencing, preliminary hearings, trials and other court hearings.
11. The physical demands and work environment described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
12. Perform other related duties as required or assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT :

1. While performing the duties of this job, the employee may be required to sit and use fingers and hands to keyboard or type and handle materials.
2. Files are digitally stored, and the use of computers and electronic devices is required.
3. The employee is occasionally required to reach with hands and arms.
4. The employee may occasionally lift and/or move up to twenty-five (25) pounds. If lifting more than twenty-five (25) pounds, employee will request assistance or use devices and/or equipment used in assisting in lifting.
5. High stress can develop at any time and may be ongoing.
6. Meeting deadlines is imperative.
7. Will involve possible interaction with individuals who may be hostile, rude, offensive, abusive, violent, or have or carry communicable disease(s).
8. The noise level in the work environment is usually moderate.

