

Public Defender Office

JOB DESCRIPTION: Chief Deputy Public Defender (One Position)

CLASSIFICATION SUMMARY

This is a professional attorney position responsible for the defense of indigent clients in misdemeanor and felony cases. The Chief Deputy Public Defender acts as the second in command to the Public Defender, reviews law enforcement reports, evidence lists, defendant's criminal history, forensics reports, witness/victim statements, or any other documents that might be presented at trial, conducts legal research of federal laws, state statutes and County ordinances, interviews police officers, defendants, victims, witnesses and other interested or affected parties, develops trial strategy, appears at continued court proceedings, analyzes the probable outcomes of cases using knowledge of legal precedents, interpreting laws, rulings and regulations and negotiating settlements. The work is performed under the direction of the Public Defender, but considerable latitude is granted for the exercise of independent judgment and initiative and assistance is available from other staff if needed. The principal duties of the class are performed in a general office and courtroom environment. Due to the nature of this position, an employee may receive phone calls after normal working hours about legal issues that arise.

DUTIES / RESPONSIBILITIES:

ESSENTIAL DUTIES AND RESPONSIBILITIES (illustrative only and may vary by assignment)

Represents indigent clients in misdemeanor and felony cases including, but not limited to, attending initial arraignment, conducting research, interviewing witnesses and victims, preparing required legal and court documents, preparing and arguing briefs, and attending court proceedings such as bond hearings, evidentiary hearings, appeals, jury trials, court trials and sentencing hearings.

Negotiates case settlements with the State and other attorneys;

Conducts research of legal precedents, federal laws, state statutes, and County ordinances and represents the client's interest in court;

Interacts, mediates and negotiates with opposing counsel, judges, office staff, other agencies and law enforcement offices;

Prepares for and conducts jury trials, court trials, pre-trial conferences, probation violations, various motions, and objections to restitution;

Consults with clients to explain legal issues, investigate the case and provide legal options;

Attends Assigned Specialty court; protects clients rights and interests;

Oversees the work of assigned staff regarding work on assigned cases;

Prepares briefs, writs, subpoenas, appeals and other legal documents in preparation for court hearings;

Prepares memoranda and legal opinions on a variety of issues as needed;

Performs time management and scheduling functions, meet deadlines, and set project priorities;

Responds to Commissioners', County employees' and clients' questions and comments in a courteous and timely manner;  
Communicates and coordinates regularly with appropriate co-workers to maximize the effectiveness and efficiency of interdepartmental operations and activities.  
Maintains strict confidentiality in all cases;  
Interacts with County employees, clients and the general public effectively and professionally;  
Performs all work duties and activities in accordance with County policies, procedures and safety practices.  
Represents clients in alternative courts.

#### SECONDARY DUTIES AND RESPONSIBILITIES:

Attends training to comply with continuing legal education requirements of the Idaho State Bar;  
Cover hearings for other attorneys who may be unavailable;  
Assists in juvenile court, child protection court, or mental commitment hearings as needed;  
Performs other duties as assigned.

#### **Qualifications**

#### QUALIFICATIONS:

#### CLASSIFICATION REQUIREMENTS:

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

#### Knowledge of:

Constitutional law, criminal law, criminal procedures, rules of evidence and ethics;  
Legal, court, and judicial procedures, rules, terminology, methods, documents, practices, and objectives;  
Applicable county, city state, and federal laws, statutes, ordinances, and codes;  
Legal research methods;  
Negotiation techniques and methods;  
English grammar, spelling, punctuation, and composition.  
Skill and Ability to:

Analyze, appraise, and organize facts, evidence, and precedents in determining the various aspects, alternatives, and possible outcomes of cases;  
Present material to opponents and develop an appropriate legal strategy;  
Appear without assistance in court and other judicial proceedings and present evidence, arguments, testimony, and witnesses before a judge or jury;  
Negotiate legal issues;  
Determine alternative courses of action, and possible courses of action of opponents;

Present and argue cases and to handle unanticipated problems smoothly and effectively;  
Proficiently operate computers, software programs, such as Microsoft Word, Excel, PowerPoint, or similar office software to create documents and other materials, maintain information, and generate reports.

Listen carefully to, understand, and effectively communicate through oral, written, and interpersonal communication channels.

Follow verbal and written instructions.

Work independently and exercise initiative, with general guidance and supervision.

Use good judgment to make sound and reasonable decisions and problem-solving skills to respond to customer service needs in accordance with laws, ordinances, regulations and established policies.

Maintain a professional demeanor at all times;

Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;

Demonstrate integrity and ingenuity the performance of assigned tasks and solving problems;

Perform all duties in accordance with County policies and procedures with regard for personal safety and that of other employees and the public.

Maintain confidentiality.

#### ACCEPTABLE EXPERIENCE AND TRAINING:

Graduation from an accredited college or university with a bachelor's degree, and;

Graduation from a law school accredited by the American Bar Association with a Juris Doctorate Degree, and;

License to practice law in the State of Idaho, including limited license, and;

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

Must successfully pass background investigation relevant to the position and remain in good standing for the duration of employment with the County.

#### PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this classification, the employee is frequently required to stand, sit, stoop, kneel, bend, use hands to keyboard or type, handle materials, or manipulate tools used in performing the classification, and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this classification include close vision, distance vision and ability to adjust focus. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to discern verbal instructions and

communicate effectively in person, by telephone. While performing the duties of this classification, the employee works in an office and courtroom setting where the noise level in the work environment is usually moderate. An employee in this classification often works more hours than a normal 40 hour workweek and is exposed to emotional people who may create fear of personal safety.