

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: CHIEF DEPUTY PUBLIC DEFENDER
DEPARTMENT: PUBLIC DEFENDER
REPORTS TO: PUBLIC DEFENDER
CIVIL SERVICE: YES

CLASS CODE: 7029
FLSA STATUS: E
DATE: 11/07
BARGAINING UNIT: 303 MANAGEMENT

JOB SUMMARY:

Under limited direction, this single position's primary responsibility is to supervise and coordinate litigation activities in the Public Defender's office and to serve as the Senior Trial Attorney. The Chief Deputy Public Defender assists the Director in planning, organizing, directing, and coordinating the work of the legal division of the Department; performs a variety of complex civil litigation activities; may be the attorney of record in all legal actions and proceedings filed on behalf of the Department with the courts and administrative law agencies.

DISTINGUISHING CHARACTERISTICS:

This is the Senior Deputy in the Public Defender's office; incumbents in this class are assigned the most complex misdemeanor cases and serious and violent felony cases. This position is distinguished from Deputy Public Defender IV by the responsibility of the Chief to manage division operations. The Chief is further distinguished by its high level of supervisory duties, which includes conducting regular staff meetings to review progress, accomplishments, strategies, and plans for the sections. This position is distinguished from the Public Defender by the latter's performance of the most significant and complex legal work handled by the office and the responsibility to plan, organize and direct operations.

SUPERVISION EXERCISED:

The Chief Trail Deputy exercises technical and functional supervision over the Deputy Public Defender series, legal support staff and other staff.

EXAMPLE OF DUTIES: *(Duties may include, but are not limited to the following)*

- Manage staff in accordance with policies, procedures and applicable laws including: interviewing, hiring, training, mentoring; assigning and directing work; providing information, feedback, or assistance; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.
- Manage division operations and oversee staff involved in various functions, including: preparing cases; conducting legal research and factual investigations; conducting litigation discovery activities; issuing subpoenas; negotiating case resolutions; interviewing and advising complainants and witnesses; and conducting complex jury and court trials.
- Plan and implement short and long-term goals, objectives, and strategies for the division ensure efficient organization and completion of work.
- Develop, communicate, and monitor policies, procedures, and standards for the division, recommend and implement improvement when necessary.
- Provide information, advice, feedback, or assistance to others within the department to refine work outputs or resolve problems.
- Ensure that quality standards and compliance with regulations are maintained.
- Conduct extensive legal research by retrieving statutes, cases, law reviews and State and federal regulations.
- Interpret and apply laws, court decisions and other legal authorities for use in the preparation of complex cases, opinions and briefs.
- Investigate, research, and prepare for trial and tries highly complex and difficult felony cases.
- Supervise staff in and/or prepare reports, opinions, pleadings, briefs, appeals and/or other legal documents in connection with trials, hearings and other complex legal proceedings.
- Conduct regular staff meetings to review progress, accomplishments, strategies, and plans for the section.
- Attend and/or conduct various internal and external meetings.
- Maintain and upgrade professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications
- Perform other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

General Office Equipment Computer Vehicle

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Current membership with the State Bar of California and five years experience as a practicing attorney to include two years at a level equivalent to that of the Deputy Public Defender IV; or any combination of education, training and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Licensed to practice law in the State of California

Valid Drivers License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Principles, procedures and practices regarding the practice of law in the State of California.
- Applicable state, federal and local ordinances, laws, rules and regulations.
- Record keeping, report preparation, filing methods and records management techniques.
- Methods and techniques of research, statistical analysis and report presentation.
- Ethical and professional standards of conduct.
- Computer applications and hardware related to performance of the essential functions of the job.
- Administrative principles and practices including goal setting and implementation.
- Administration of staff and activities, either directly or through subordinate supervision.

Skill in:

- Preparing clear and concise reports, correspondence and other written materials.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.
- Communicating clearly and effectively, both orally and in writing.
- Motivating staff, supporting and providing for their training and professional development.
- Analyzing and resolving office administrative situations and problems.
- Selection, planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Mental and Physical Ability to:

- Analyze situations effectively, interpret and apply laws and regulations and recommend effective courses of action.
- Read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.
- Write reports, motions, briefs and/or other legal documents.
- Speak effectively before groups and respond to questions.
- Argue clearly, logically and persuasively in written and oral form.
- Maintain confidentiality and objectivity.
- Understand and accept differences in human behavior, cultural and ethnic backgrounds.
- Establish and maintain effective working relationships with a variety of individuals.
- Prepare and present cases in court; negotiate settlements.
- Train and mentor less experienced attorneys.
- While performing the essential functions of this job the employee is regularly required to sit, use hands to finger, handle, or feel, reach with hands and arms, and speak and hear.
- While performing the essential functions of this job the employee is occasionally required to stand, walk and lift and/or move up to 40 pounds.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.