

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION**

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<b>CLASS TITLE:</b>	<b>DEPUTY PUBLIC DEFENDER III</b>	<b>CLASS CODE: 7072</b>
<b>DEPARTMENT:</b>	<b>PUBLIC DEFENDER</b>	<b>FLSA STATUS: E</b>
<b>REPORTS TO:</b>	<b>CHIEF DEPUTY PUBLIC DEFENDER</b>	<b>DATE: 11/07</b>
<b>CIVIL SERVICE:</b>	<b>YES</b>	<b>BARGAINING UNIT: 715 MCPAA</b>

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**JOB SUMMARY:**

Under general supervision, the Deputy Public Defender III performs variety of professional legal work in criminal and civil cases; provides legal advice and assistance to department and law enforcement staff; advises clients and the public on legal procedures. Performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

This is the advanced journey level class in the Deputy Public Defender series; incumbents are assigned complex misdemeanor and felony cases. Positions in this class are distinguished from positions in the class of Deputy Public Defender II by assignments that cover the entire range of defending and advice activities. Positions in this class are distinguished from those in the class of Deputy Public Defender IV in that incumbents in the higher class are assigned the most complex misdemeanor cases and serious and violent felony cases.

**SUPERVISION EXERCISED:**

No supervision is exercised. This position may provide training to other staff.

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

- Manage assigned caseload of criminal and/or civil cases, including dependents of the court and conservatorship proceedings.
- Interview clients in and out of custody; determine client's background and client's position in the case.
- Advise and counsel clients concerning their rights and possible consequences of various actions.
- Discuss cases with associated parties, such as investigators, police officers, probation officers, mental health professionals, agencies providing services to clients, and other attorneys.
- Investigate factual allegations that form the basis of the charges.
- Discuss cases with and provides direction to investigators; inform investigator of witnesses to interview, areas to cover in interviews, evidence to be gathered and evaluated, deadline to be met and/or other relevant factors.
- Review evidence, police reports, documents and/or other information sources related to cases; evaluate assigned cases; determine appropriate strategies to use in each case; prepare for various stages of each case.
- Negotiate the resolution of cases with deputy district attorneys.
- Represent defendants in court at various stages of cases, including arraignments, preliminary hearings, pre-trial conferences and/or trials.
- Interpret and apply laws, court decisions and other legal authorities for use in the preparation of cases, opinions and briefs.
- Research, formulate, draft and file motions, briefs and/or other legal documents.
- Write, type, file documents, pleadings and motions and argues same in court.
- Prepare cases for presentation at jury trials; coordinate with appropriate relevant parties.
- Conduct legal research using independent judgment, discretion and initiative.
- Prepare comprehensive investigative and/or other reports.
- Maintain records and case files; make file notes for other attorney's benefits and as a legal record of attorney's actions.
- Review and interpret current relevant legislation and litigation.
- Assist and/or provide direction to less experienced attorneys in matters relative to the Public Defender function; may direct work of clerical staff.
- Act as a liaison for the Public Defender's office.
- Maintain and upgrade professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.
- Performs 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 two years experience as a practicing attorney equivalent to that of the Deputy Public Defender II level; 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.

**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.

**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.