

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

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

CLASS CODE: 7073
FLSA STATUS: E
DATE: 11/07
BARGAINING UNIT: 715 MCPAA

JOB SUMMARY:

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

DISTINGUISHING CHARACTERISTICS:

This is the highest level, non-supervisory class in the Deputy Public Defender series. Positions in this class are distinguished from the Deputy Public Defender III in that incumbents in this class are assigned the most complex misdemeanor cases and serious and violent felony cases. Incumbents also perform legal research on complex issues and provide advise on establishing departmental procedures for defending such cases. Positions in this class perform as lead attorneys on cases requiring more than one attorney. The position is distinguished from the Chief Deputy Public Defender in that the incumbent in the higher class exercises full supervision over the Deputy Public Defender series, legal support staff and other staff.

SUPERVISION EXERCISED:

May exercise lead supervision over other attorneys in the investigation, research, and preparation of the more complex cases and train other staff members.

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

- Instruct, assist and advise other attorneys and technical/clerical support as assigned.
- Assist in the planning and implementation of short-term or annual goals, objectives, and strategies for the section to ensure efficient organization and completion of work.
- Assist in the development, prepare, communicate, and monitor policies and procedures for the department; recommend and implement improvements or changes as needed.
- Represent defendants in court at various stages of cases, including arraignments, preliminary hearings, pre-trial conferences and/or trials.
- Provide information, advice, feedback, or assistance to others to refine work outputs or resolve problems.
- Ensure that quality standards and compliance with regulations are maintained.
- Organize, develop, implement and update computerized bank of legal briefs for department use.
- 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.
- Investigate, research, prepare for trial and tries complex and difficult felony cases.
- Conduct legal research using independent judgment, discretion and initiative.
- Interpret and apply laws, court decisions and other legal authorities for use in the preparation of complex cases, opinions and briefs.
- Formulate, prepare and file motions, briefs and/or other legal documents.
- Interview and advise clients in regard to complex and difficult cases; 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.
- Negotiate resolution of cases with deputy district attorneys.
- Develop and conduct training sessions and/or make other presentations to various groups.
- Prepare comprehensive investigative and/or other reports.
- Maintain records and case files.
- Review and interpret current relevant legislation and litigation.
- Act as Assistant Public Defender in his/her absence.
- 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 four years experience as a practicing attorney to include two years at a level equivalent to that of the Deputy Public Defender III; 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.

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.

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.