

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION**

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

**CLASS CODE: 7071**  
**FLSA STATUS: E**  
**DATE: 11/07**  
**BARGAINING UNIT: 715 MCPAA**

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**JOB SUMMARY:**

Under direct supervision, the Deputy Public Defender II performs a variety of professional legal work involving the preparation and presentation of criminal and/or civil cases for the courts as assigned; provides legal advice and assistance in to department and law enforcement staff; advises clients and the public on legal procedures regarding criminal and/or civil cases and performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

This is the first journey level class in the Deputy Public Defender series; incumbents are assigned more complex misdemeanor cases and low-level felony cases. Positions in the class of Deputy Public Defender II are distinguished from positions in the class of Deputy Public Defender I in that assignments in the higher class require specific legal experience and less supervision and review. The position is distinguished from the Deputy Public Defender III in that assignments in the former class cover the entire range of litigation and advice activities and are assigned complex misdemeanor and 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)*

- Interviews clients in and out of custody; determines client's background and client's position in the case.
- Advises and counsels clients concerning their rights and possible consequences of various actions.
- Prepares notes regarding areas for questioning of witnesses; interviews potential witnesses.
- Discusses cases with associated parties, such as investigators, police officers, probation officers, mental health professionals, agencies providing services to clients, and other attorneys.
- Investigates factual allegations, which form the basis of the charges.
- Discusses case with and provides direction to investigators; informs 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.
- Reviews evidence, police reports, documents and/or other information sources related to cases; evaluates assigned cases; determines appropriate strategies to use in each case; prepares for various stages of each case.
- Negotiates resolution of cases with deputy district attorneys.
- Represents defendants in court at various stages of cases, including arraignments, preliminary hearings, pre-trial conferences and/or trials.
- Interprets and applies laws, court decisions and other legal authorities in the preparation of cases, opinions and briefs.
- Researches, formulates, drafts and files motions, briefs and/or other legal documents.
- Writes, files and argues motions in court.
- Prepares cases for presentation at jury trials; coordinates with appropriate relevant parties.
- Conducts legal research on criminal law issues.
- Prepares comprehensive investigative and/or other reports.
- Maintains records and case files.
- Reviews and interprets current relevant legislation and litigation.
- Acts as a liaison for the Public Defender's office.
- Maintains and upgrades 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 one year experience as a practicing attorney equivalent to that of the Deputy Public Defender I 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.
- 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 20 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.