

The job description is intended to describe the general nature and level of work being performed by the incumbent and is not to be construed as an exclusive list of responsibilities, duties and skills required by the incumbent on this position. The job description does not imply an offer of employment nor a contract for employment. It is subject to change at the discretion of the employer.

Job Title: Deputy Public Defender Attorney

FLSA: Exempt

Department: Office of Public Defense

Union Affiliated: No

Reports to: Director

Pages: 1-2

General Position Summary:

The attorney filling this position will act as court-appointed counsel representing indigent people in the courts of Cowlitz County. The attorney will represent clients in all phases of criminal proceedings, including arraignment, pretrial hearings, trial preparation and investigation, plea negotiations, trial and sentencing. The attorney may also represent indigent clients in involuntary commitment, truancy, Youth at Risk, CHINS and dependency proceedings. The primary caseload will consist of misdemeanor, juvenile or adult felony cases, based on experience and office needs. The attorney will also assist management and other staff as directed and comply with legal standards and requirements.

Essential Duties and Responsibilities:

1. Interview defendants as assigned to determine the facts of the case. Review police reports and other materials to evaluate each case against the state of the law to determine its relative strengths and weaknesses in order to engage in plea negotiations, development of case strategy and trial preparation.
2. Meet with clients to evaluate options and strategies. Keep clients informed of the status of their case and promptly respond to reasonable requests for information. Explain to clients all matters necessary for them to make informed decisions about their cases.
3. Personally investigate cases and/or obtain and direct investigators in the investigation of cases, engage in pre-trial negotiations, prepare and argue pre-trial motions as needed, conduct bench and jury trials and any necessary hearings subsequent thereto.
4. Coordinate and arrange for tests of physical evidence and the use of expert witnesses.
5. Conduct all trial actions including selection of jury, cross and direct examination, introduction of evidence and exhibits and make arguments on the law and interpretation of the evidence.
6. Represent defendants in all legal proceedings including, but not limited to arraignments, pre-trial motions, trials, guilty pleas and post-trial matters, including but not limited to post-trial motions, sentencing hearings, restitution hearings, sentence reviews and the filing of appeals.
7. Prioritize and plan cases and work activities while using resources efficiently.
8. Act on a rotating basis to provide 24-hour access to counsel to individuals under arrest and or investigation for DUI.
9. Cooperate with the courts in its electronic records project, which includes electronic receipt of hearing and trial notices, discovery, and other documents and information, and electronic filing of motions and other documents.
10. Perform other duties or projects as assigned, including attending conferences/meetings on behalf of the Public Defender Office.

Minimum Qualifications:

1. Law degree from an accredited college or university.
2. Admission to Washington State Bar Association.
3. Possess and maintain a valid driver's license.

Required Skills and Abilities:

1. Knowledge of applicable Washington State and federal law relating to criminal and other assigned cases.
2. Ability to communicate clearly and concisely, orally and in writing.
3. Exceptional interpersonal skills including the ability to communicate effectively with diverse populations, engage in problem solving, work with upset or mentally ill people, negotiate with others and manage conflict.
4. High level of analytical ability and logic. Ability to gather and synthesize large bodies of information.

Equipment or Tools:

1. Experience with the use of personal computers, including internet resources and commonly-used office software
2. Experience and familiarity with standard and commonly-used office equipment and modern business administrative tools.
3. Able and willing to drive personal or county vehicle for work-related county functions and training.

Job Scope:

Level of Supervision Received:

This position is expected to work under minimal supervision once trained but will have access to the advice and supervision of more experienced attorneys and/or supervisors.

Level of Supervisory Responsibilities: This position is not supervisory in nature, but senior staff may serve in a leadership role to guide and train new or less experienced staff. Provide work instructions to legal secretaries, investigators and paralegals.

Contact/Communication with others:

This position requires extensive oral and written communications, both formal and informal, and the ability to effectively communicate and present ideas and legal positions. Contacts occur with department staff and other county employees, judges and court staff, law enforcement officials, defense counsel, prosecutors, victims, witnesses, case interested parties, the public and other local, state and federal agencies.

Decision Making Capacities:

Work is performed with considerable latitude for independent judgment, decision-making and action within the scope of the essential duties.

Working Conditions:

1. May require working extended hours to address case needs and emergencies.
2. May require travel for training, meetings, research/investigation and commuting to other departments or government agencies.
3. Observe, abide by and set examples of all county and department policies, goals, and objectives.
4. Tolerate prolonged computer-related exposure. Ability to sit at a workstation for long periods of time.
5. May deal with potentially violent and/or verbally abusive clients.
6. Can expect to handle very difficult cases and clients that come into the public defender's office.
7. Public defense by its very nature is very demanding and stressful.

Physical Requirements	N/A	Rarely (1-12%)	Occasionally (13-33%)	Frequently (34-66%)	Regularly (67-100%)
Standing				X	
Walking				X	
Climbing		X			
Sitting				X	
Stooping / Kneeling		X			
Lift/Carry up to 15 lbs.					X
Lift/Carry up to 30 lbs.			X		
Lift/Carry up to 50 lbs.		X			
Push/Pull up to 25 lbs. of exertion		X			
Push/Pull up to 50 lbs. of exertion		X			
Work below waist level		X			
Work at waist to shoulder level					X
Work above shoulder level		X			
Reach further than arm's length			X		
Fingering				X	
Grasping / Holding				X	
Talking					X
Hearing					X
Seeing					X
Work in confined spaces				X	
Exposed to extreme temperatures	X				
Operate tools or machinery (incl. office equip.)				X	
Operate motorized vehicles/equipment				X	
Work at heights balancing	x				
Use/exposed to hazardous substances		X			

June 2015 May 2016 _____
 Last Revised Department Head

 Incumbent

 Date