

BLAINE COUNTY

206 S 1st Ave, Suite 300, Hailey, Idaho 83333

Job Description

Job Title:	Deputy Public Defender
Department:	Public Defender
Reports To:	Chief Public Defender
FLSA Status:	Full-Time (40 hours per week)/Exempt
Pay Grade:	13

Blaine County Public Defender Mission Statement:

The mission of the Blaine County Public Defender department is to professionally, efficiently and effectively represent, when appointed to do so by the court, indigent persons in criminal, involuntary commitment, juvenile, and child protection cases within Blaine County.

General Statement of Duties:

The Deputy Public Defender is responsible for performing professional legal and administrative criminal defense and representation in specific civil cases to all persons statutorily and constitutionally entitled to such representation, when appointed by the District Court of the Fifth Judicial District of the State of Idaho in and for the County of Blaine and the Magistrate's Division thereof. The work is performed under the direct supervision of the Chief Public Defender with considerable latitude granted to exercise independent judgement and initiative.

Primary Job Responsibilities:

- Provides outstanding customer service to all customers and clients, at all times.
- Responsible for providing legal representation and defense of indigent persons accused of crimes in Blaine County.
- Demonstrates and models a commitment to providing representation for indigent defendants within the safeguards of the Sixth Amendment to the U.S. Constitution and Article I, Section 13 of the Idaho Constitution.
- Prepares for hearings and trials in District Court by reviewing reports, applicable statutes, legal issues and physical evidence surrounding the case, identifying and interviewing witnesses, and preparing for trial.
- Prepares and manages criminal cases for defense including, but not limited to, entering pleas, conducting research, interviewing affected parties, preparing required legal and court documents, preparing and arguing briefs, and attending court proceedings.
- Prepares and manages civil cases for trial and other judicial hearings including, but not limited to, child protection cases, parental rights determinations, child support, and mental competency hearings.
- Appears in court to represent defendants by presenting evidence and argument at first appearances, arraignments, pretrial conferences, motion hearings, jury and court trials, sentencings, and specialty court proceedings.

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- Consults with defendants regarding post-sentencing options and motions, including but not limited to filing appeals and Idaho Criminal Rule 35 motions.
- Drafts legal documents such as motions, orders, and memoranda with supporting affidavits.
- Participates in case negotiations with prosecuting attorneys, which involves analyzing the case to determine its overall strength, evaluating relevant facts and the number and kinds of witnesses available and determining what resolution is appropriate.
- Manages cases to meet discovery and other critical deadlines.
- Manages a heavy caseload effectively and in a timely manner.
- Conducts legal research necessary for case preparation and keeps abreast of Court decisions and legislation affecting Idaho Criminal Code.
- Conducts interviews with police officers, detectives, defendants, victims, witnesses, and other interested and affected parties.
- Provides input and support to the Chief Public Defender regarding plans, implementation, coordination, direction, establishing priorities and evaluating public legal defense and representation functions and whether such representation complies with relevant guidelines established for criminal defense work.
- Provides support to the Chief Public Defender in the compilation and maintenance of department records including an annual report as required by Idaho Code §19-864.
- Provides support to the Chief Public Defender in representation of clients and coverage of court appearances.
- Drafts and researches pleadings, motions and case law in representation of clients.
- Supports the Chief Public Defender in guiding Public Defense office team members in carrying out their duties and operation of the office.
- Responsible for coordinating court appearances and other calendar demands with the Chief Public Defender and fellow team members.
- Performs other related duties as requested by the Chief Public Defender.

Job Specifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below represent the minimum knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job responsibilities.

Education and Work Experience:

- Juris Doctorate Degree from an accredited law school required.
- Passage of the Idaho State Bar Examination and subsequent license to practice law in the State of Idaho. Such license must be maintained at all times during employment as Deputy Public Defender.
- A minimum of five (5) years' legal experience with a minimum of three (3) years' experience practicing criminal law including trial experience; previous experience as a public defender may be considered an attribute for appointment.

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Language Skills:

- Must have the ability to communicate effectively orally and in writing; must have the ability to communicate by understanding and speaking the English language.
- Must have the ability to read, analyze and interpret legal statutes, periodicals, professional journals, technical procedures, and government regulations.
- Must have the ability to write reports, business correspondence, and complete accurate reports of performance assessments.
- Effectively present information to various civic groups, user groups, city councils and the Board of County Commissioners, and respond to questions from various groups and the general public.

Mathematical Skills:

- Ability to work with mathematical concepts and apply them to practical situations including budgeting and other funding solutions.

Reasoning Ability:

- Ability to solve practical problems and deal with a variety of situational variables where only limited standardization exists; Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Other Knowledge, Skills, and Abilities:

- Knowledge of common law, state and federal laws and court decisions affecting criminal law and civil law, including immigration consequences.
- Knowledge of Idaho statutes and Idaho Court rules relating to criminal and civil law.
- Knowledge of possible sources of information on property and/or persons involved in specific crimes.
- Familiarity with community and other resources available to help find current location of individuals.
- Knowledge of legal research methodology and the ability to conduct research on legal problems and prepare opinions.
- Skills in developing trust, confidence, and cooperation of persons.
- Knowledge of relevant guidelines and standards relating to the defense of indigent defendants.
- Ability to acquire a thorough knowledge of applicable case law and apply that knowledge to varied case related issues.
- Ability to interpret criminal laws, Blaine County Public Defender's department policies and court policy.
- Ability to effectively interview persons with a wide variety of personalities and socio-economic backgrounds and ascertain facts.
- Ability to analyze data and draw appropriate conclusions.
- Ability to document a case and effectively present it in court.

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- Familiarity with appellate procedural and substantive issues, including but not limited to creating an Appellate Record and waiver of rights.
- Must possess a valid Idaho Driver's License.

Essential Physical Abilities:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Working Environment

- Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; lifting of office supplies (e.g. binders, case files, exhibits) and work under stress of deadlines.

Equal Opportunity Employer:

Blaine County is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required. Employee may be asked to perform other duties as required.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

Employee Signature

Date