



## CHIEF PUBLIC DEFENDER

### *Public Defender's Office*

**HIRING WAGE:** \$139,000/yr, eligible for up to 5% increase in 6 months

**STATUS:** Full-time with benefits

**CLOSING DATE:** JUNE 15, 2016

**APPLICATION MATERIALS:** Apply online at [adacounty.id.gov/jobs](http://adacounty.id.gov/jobs)

#### **GENERAL SUMMARY**

Plans, implements, coordinates, directs and evaluates activities and programs of the Public Defender's Office serves as the special staff advisor to the Board of Ada County Commissioners on matters relating to public legal defense and representation matters; performs related duties as required.

#### **DISTINGUISHING FEATURES OF THE CLASS**

Assignments are broad in scope and the position functions with considerable independence. Completed work is reviewed in terms of the effectiveness of the overall public defender programs.

#### **ESSENTIAL FUNCTIONS**

- Plans, implements, coordinate, direct, establishes priorities and evaluates public legal defense and representation functions;
- Establishes internal control procedures for the assignment and review of legal casework;
- Reviews technical and legal problems and concerns with staff and gives guidance;
- Directs/prepares the proposed annual budget, presents the budget to the county Commissioners, and monitors approved budget expenditures;
- Supervises the personnel assigned to the department;
- Reviews work accomplished and evaluates work performance;
- Conducts counseling sessions with employee(s) advising them of program, policy, and procedures;
- Resolves complaints and takes disciplinary action for infractions of the rules and policies of the department;
- Interviews candidates for positions and makes selection(s);
- Maintains communications with other department heads, the Board and the legal community;
- Responsible for compilation and maintenance of departmental records;
- Establishes detailed departmental plans and priorities;
- Develops, implements and enforces departmental policies and procedures;
- Conducts staff meetings and represents the county in other meetings;
- Provides legal representation and defense of indigent persons accused of crimes in Ada County;
- Interviews defendant, witnesses and others who may have knowledge of fact;
- Determines relevant fact(s) for the defense;
- Analyzes strengths and weakness of case and determines best defense strategy to pursue;
- Employs various legal procedures in order to prepare for trial and/or plea bargaining activities;
- Presents case in court, delivers arguments, examines and cross-examines witnesses, presents evidence and makes appropriate motions;
- When appropriate, determines if a reasonable basis for appeal exists;
- May appeal criminal defense cases to appellate courts, including filing briefs, motions, and affidavits;
- Provides legal representation and defense for juveniles in criminal and Child Protection Act cases;
- Presents Post-Conviction Relief actions to the court; and
- Prepares affidavits, opinions, and memorandums of habeas corpus.

## **ADDITIONAL FUNCTIONS**

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- Performs related duties as required.

## **JOB REQUIREMENTS**

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- Graduation from an accredited law school and be a member in good standing of the Idaho State Bar and have substantial experience as an attorney handling criminal matters;
- Thorough knowledge of common law, state and federal laws and court decisions affecting criminal law;
- Thorough knowledge of the possible sources of information on property and/or persons involved in specific crimes;
- Thorough knowledge of community and other resources available to help find current location of individuals;
- Thorough knowledge of the elements of a crime;
- Thorough knowledge of the procedures of search and seizure;
- Thorough knowledge of chain of custody;
- Thorough knowledge of the rights of the individual involved in criminal legal proceedings;
- Thorough knowledge of the methods of legal research;
- Skill in developing trust, confidence, and cooperation of persons;
- Ability to acquire a thorough knowledge of applicable case law and apply that knowledge to varied case related issues;
- Ability to interpret criminal laws, Public Defender's Office and court policy;
- Ability to communicate effectively verbally and in writing;
- Ability to effectively interview persons with a wide variety of personalities and socio-economic backgrounds and ascertain fact;
- Ability to conduct research on legal problems and prepare opinions;
- Ability to analyze data, and draw appropriate conclusions;
- Ability to document a case and effectively present it in court;
- Ability to analyze facts and prepare legal documents;
- Comprehensive knowledge of organizational development and management practices;
- Knowledge of strategic planning and policy and procedure development;
- Knowledge of budget/finance, procurement, and contract management;
- Knowledge of organizational development practices;
- Knowledge of the principles and practices of human capital management;
- Skill in building consensus with various agencies and officials;
- Ability to establish objectives and strategies;
- Ability to analyze performance measures in order to evaluate department performance;
- Ability to establish and maintain effective working relationships with staff, department directors, elected officials and officials of other entities associated with Ada County;
- Ability to mediate disputes, deescalate issues and affect change;
- Ability to maintain confidentiality of sensitive issues and records;
- Ability to develop, implement and interpret regulations, policies and procedures and explain complex information in an understandable fashion;
- Ability to plan, organize, supervise, motivate, direct and evaluate the work of subordinates.

## **OTHER REQUIREMENTS**

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- This position has been designated safety sensitive and therefore the incumbent is subject to random drug testing.

## **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

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- Work is performed primarily in an office environment and the employee in this class is subject to inside environmental conditions;
- Requires sufficient personal mobility and physical reflexes, which permits the employee to function in a general office environment to accomplish tasks;
- The Public Defender may conduct interviews in private homes and public places such as offices, hospitals, nursing homes, and jails etc. He/she furnishes his/her own transportation throughout the county;
- The Public Defender may be required to attend meetings, interview persons and otherwise conduct the normal business of the Public Defender's office outside normal business hours.

## DISCLAIMER

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To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

## NOTE

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*Ada County reserves the right, at the discretion of the appropriate appointing authority, to waive any of the minimum qualifications for those applicants whose general or specific qualifications would otherwise qualify the applicant for the position or lead the appointing authority to believe that the applicant is capable of performing the assigned duties and fulfilling the assigned responsibilities. The hiring pay range may be appropriately adjusted based upon current and/or prior applicable Ada County employment experience.*

*\* If you need reasonable accommodation to participate in and/or complete the county's application process, please contact Human Resources at the phone number or address listed hereon. (TDD call 287-7979)*

**Ada County Human Resources | 200 W. Front Street, 2<sup>nd</sup> Floor, Boise, ID 83702**

**Office: 208-287-6990 Fax: 208-287-6999**

[adacounty.id.gov](http://adacounty.id.gov)