



CLASS SPECIFICATION

Class Code: 1081
Date Est: 3/77
Last Rev: 2/2000W
Last Title Chg:
FLSA: Exempt

DEPUTY PUBLIC DEFENDER II

DEFINITION

Under general supervision, performs a wide range of regular professional criminal defense work in the Public Defender's Office; performs legal research; represents the Public Defender on assigned cases; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Graduation from a recognized law school and one year of full-time experience in the practice of law equivalent to that of a Deputy Public Defender I in Washoe County; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

Current membership in the Bar in the State of Nevada.

DISTINGUISHING CHARACTERISTICS

This is the first experienced working level in the Deputy Public Defender class series. Incumbents are assigned to a regular caseload of professional legal investigative and research work required for trial preparation, as well as the performance of trial work. As a Family Court Deputy Public Defender, an incumbent represents parents or minors in welfare case proceedings involving the County and the State agencies. Incumbents are expected to perform assignments on an independent basis. Also, they may provide some training for Deputy Public Defender I's. This class differs from Deputy Public Defender I in that incumbents are no longer working in a training capacity. It differs from Deputy Public Defender III in that Deputy Public Defender III's are regularly assigned the more difficult and complex caseloads.

SUPERVISION EXERCISED

NA

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Review criminal complaints and analyze for the propriety of charge(s).

Conduct client interviews.

Coordinate investigations and interviewing of witnesses.

Analyze the facts of a case and legal precedents for preliminary hearing motions, stipulations, or waivers.

Conduct preliminary hearings for defense.

Analyze preliminary hearing or grand jury transcripts for pre-arraignment writ or motion presentations.

Interpret and apply laws, court decisions, and other legal authorities in the preparation of cases and briefs.

Conduct arraignments.

Assemble evidence and legal materials for trial purposes and/or discussion of settlements with prosecutors.

Conduct jury trials for the defense.

Prepare pleadings and other legal documents in connection with suits, trials, hearings, conservatorships, and other legal proceedings.

Prepare appellate cases including briefings and oral arguments before appellate courts.

Conduct post-conviction pleadings, briefings, and hearings.

Carry out procedures for probation, parole revocation, extraditions, insanity matters, and juvenile court cases.

Coordinate legal work with the District Attorney's office and other law enforcement agencies without impairing the defense.

Meet with and discuss cases with clients and their families.

May represent parties in termination of parental rights cases and guardianships/probation revocations and discuss settlements with prosecutors and social workers.

For attorneys representing clients in family court, review petitions for propriety of the proposed actions; conduct hearings on petitions, reviews and dispositions; and attend case plan meetings/staffing with clients and social workers to include home visits with clients if applicable.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Departmental/division policies and procedures.

Comprehensive knowledge of Criminal and Civil practice of law and associated procedures.

Available computer programs for legal research.

Ability to:

Perform a regular caseload of legal representation work in the Public Defender's Office with considerable independence.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

The Penal Code and other Nevada statutes and their application to Criminal and Civil law.

Judicial procedures and the rules of evidence.

The principles of Criminal, Constitutional, and Administrative Law.

Legal research methods.

Interviewing techniques.

Ability to:

Analyze facts and apply legal principles and precedents to specific criminal and civil cases.

Develop legal issues and present clear and logical arguments and statements of fact and law.

Perform legal research.

Prepare and present criminal and civil cases at all levels of the court system.

Communicate effectively, both orally and in writing.

Maintain effective working relationships with others.

Effectively represent the Public Defender's Office in contacts with the public, community organizations, law enforcement agencies, and other government jurisdictions.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to sit for extended periods. Ability to frequently stand and walk. Ability to lift and move objects weighing up to 25 lbs. Ability to use office equipment including computer, telephones, calculators, copiers, and FAX machine. Work is performed in an office, outdoors, and courtroom environments.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.

Approved _____ WERCCS Job Evaluation Committee _____

Date February 24, 2000