



Office of Human Resources  
Chief Municipal Public Defender - OL3260  
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### General Statement of Duties

Manages and directs the operations of the Municipal Public Defender's Office including contributing to the development of annual and multi-year work plans and strategies; ensuring resources are available to achieve work plans; and establishing management practices and processes that ensure the accomplishment of performance standards. Handles complex municipal ordinance cases.

### Distinguishing Characteristics

This class is distinguished from the Deputy Public Defender Staff which handles routine cases.

This classification is distinguished from the Deputy Public Defender Associate which handles more complex cases.

This classification is distinguished from the Deputy Public Defender Senior which handles complex cases.

This classification is distinguished from the Deputy Public Defender Supervisor who supervises and directs the day to day activities within the Office of Municipal Public Defenders and also acts as Chief Municipal Public Defender in their absence.

### Level of Supervision Exercised

Directs a division of a department or oversees a small office or independent agency by supervising managers, supervisors, and other individual contributors.

### Essential Duties

Contributes to the development of annual and multi-year work plans and strategies.

Develops and implements goals, objectives, policies, procedures, and work standards to ensure success. Prioritizes and allocates resources to achieve strategies.

Utilizes resources to develop or expand services and/or operation. Ensures resources are utilized appropriately and do not exceed the established budget without approval.

Represents the Municipal Public Defender's Office in meetings with elected and/or appointed officials and other city entities. Serves as the city representative with a variety of public, business, and community organizations as well as being the primary liaison with the Presiding Judge.

Reviews attorney work product on a case-by-case basis to ensure sound legal advice, representation, and accurate/sufficient documentation. Selects, trains, develops, and evaluates subordinate staff. Makes decisions on hiring, terminations, promotions, and disciplinary actions as required. Initiates and maintains an attorney intern program for the Municipal Public Defender's Office.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Develops and monitors the budget and oversees financial well-being by analyzing cost effectiveness. Ensures public defender coverage for multiple courtrooms, including problem-solving courts and court sessions occurring on the weekend.

Coordinates public defender and volunteer attorney participation in off-site court sessions. Coordinates quarterly meetings of the Municipal Public Defender Commission and provides reports and information as requested. May assign contract attorney representation to cases that present a conflict of interest.

Provides guidance and advice to subordinate staff on complex hearings. Performs other duties as assigned. Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### **Competencies**

**Persuading and Political Influence** - Gains clear agreement and commitment from others by persuading, convincing and negotiating. Makes effective use of political processes to influence others.

**Coaching** - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

**Delivering Results** - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

**Deciding and Initiating Action** - Takes responsibility for actions, projects and people; makes quick, clear decisions why may include tough choices, after considering risks.

**Thinking Strategically** - Thinks strategically and promotes best practices and leading-edge ideas.

**Financial Management** - Plans, administers, allocates, negotiates, and monitors revenue and/or expenditures to ensure cost-effective management of programs, projects and policies for functional and/or operational area(s).

### **Knowledge & Skills**

Knowledge of laws, legal codes, court procedures, precedents, legal practices and documents, government regulations and the democratic political process.

Understands and appropriately applies procedures, requirements, regulations, and policies related to specialized expertise.

### **Education Requirement**

Doctor of Jurisprudence Degree or Bachelor of Laws Degree.

### **Experience Requirement**

Two (2) years of supervisory experience in a criminal law setting.

### **Education & Experience Equivalency**

No substitution of experience for education is permitted.

### **Licensure & Certification**

Possession of a license to practice law in Colorado from the Colorado Supreme Court at the time of application or possession of license from U.S. states that have a reciprocity agreement with the state of Colorado, excluding the following states: California, Delaware, Florida, Louisiana, Maryland, Nevada, Rhode Island, and South Carolina. The preceding list of non-reciprocal admission jurisdictions is intended to be used only as a guide, as rules and regulations of every jurisdiction are subject to change at any time. Positions with the Public Defender's Office are dependent upon the rules and regulations in place at the time of application and subsequent hiring.

This job requires driving. Requires a valid Driver's License at the time of application

Licenses and certifications must be kept current as a condition of employment.

### Working Environment

Subject to many interruptions.

Subject to long, irregular hours to include weekend hours.

### Level of Physical Demand

1-Sedentary (0-10 lbs.)

### Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Sitting: remaining in the normal seated position. Handling: seizing, holding, grasping, or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Walking: moving about on foot. Hearing: perceiving the nature of sounds by the ear.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

### Background Check Requirement

Criminal Check

Education Check

Employment Verification

Licensure/Certification

Motor Vehicle Record

### Assessment Requirement

None

### Probation Period

Six (6) months.

### Class Detail

**Pay Grade: L-824**

**FLSA Code: Y**

**Established Date: 3/1/2020**

**Established By: RF**

**Revised Date:**

**Revised By:**

**Class History:**