General Statement of Duties
This classification is used in the Municipal Public Defender's Office and performs standard level legal work representing the defense of individuals in municipal ordinance cases.

Distinguishing Characteristics
This class is distinguished from the Deputy Public Defender I based on the type and level of cases handled. The Deputy Public Defender I will handle routine cases. Additionally, this classification is distinguished from the Chief Municipal Public Defender classification in that it oversees the Municipal Public Defender's Office and will handle complex cases.

Guidelines, Difficulty and Decision-Making Level
Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received & Quality Review
Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

Interpersonal Communication & Purpose
Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered, or presented and some degree of discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised
None

Essential Duties
Represents defendants in municipal ordinance cases of increasing complexity and may participate on problem-solving court teams.

Provide legal representation, advice and consultation to defendants assigned to the Municipal Public Defender's Office.

Prepares pleadings, motions, orders, appeal briefs, and other papers required for trials, hearings, appeals, and other legal proceedings.
Interviews defendants and witnesses to gather information in preparation for trial. Makes motions for continuances, dismissals, reduction of bail, and new trials and represents defendants at numerous court hearings to include trials.

Works with other agencies, law enforcement personnel and investigators to prepare cases for hearing.

Assists Chief Municipal Public Defender with more complex cases.

Performs legal research and assists other attorneys with research of more complex legal problems.

Performs other duties as assigned.

### Competencies

**Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Problem Solving** – Identifies problems, determines accuracy and relevance information, uses sound judgment to generate and evaluate alternatives, and to make recommendations.

**Oral Communication** – Expresses information to individuals or groups effectively taking into account the audience and nature of the information, makes clear and convincing oral presentation, listens to other, and attends to nonverbal cues.

**Writing** – Recognizes or uses correct English grammar, punctuations and spelling, communicates information in a succinct and organized manner, produces written information which may include technical material that is appropriate for the intended audience.

**Reading** – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

**Influencing/Negotiating** – Persuades others to accept recommendations, cooperates or change their behavior, works with others towards an agreement, negotiates to find mutually acceptable solutions.

**Interpersonal Skills** – Shows understanding, courtesy, tact, empathy, concern, develops and maintains relationships, may deal with people who are difficult, hostile, distressed, relates well to people form varied backgrounds and situations, and is sensitive to individual differences.

### Knowledge & Skills

**Skill in independently adapting, interpreting and applying written guidelines, precedents and standardized work practices to a variety of unprecedented or problematic situations.**

**Skill in establishing and maintaining effective working relationships with employees, various representatives of public or private entities, policy making bodies, and the public.**

**Knowledge of laws, legal codes, court procedures, precedents, legal practices and documents, government regulations, executive orders, agency rules, government organization and functions, and the democratic political process.**

**Knowledge of effective case management principles sufficient to be able to prepare cases for litigation.**

**Knowledge of analysis and research techniques sufficient to be able to gather information, secure and analyze desired information, and formulate logical recommendations.**
**Education Requirement**

Doctor of Jurisprudence Degree or Bachelor of Laws Degree.

**Experience Requirement**

Two (2) years practicing criminal law.

**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.

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

**Working Environment**

Pressure due to multiple calls and inquiries 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

**Assessment Requirement**

None
Probation Period

Six (6) months.

Class Detail

Pay Grade: L-812
FLSA Code: Y
Management Level: 10
Established Date: 9/21/2018
Established By: Lori Schumann
Revised Date:
Revised By:
Class History: