General Statement of Duties

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

Distinguishing Characteristics

This class is distinguished from the Deputy Public Defender II based on the type and level of cases handled. The Deputy Public Defender II will handle more complex cases, and participate on problem-solving court teams. 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 numerous, well established, and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices. Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received & Quality Review

Under close supervision, the employee receives training to develop skills and abilities in a specific line of work or general occupational area. Work product is subject to close, continuous inspection.

Interpersonal Communication & Purpose

Contacts with the public or employees where factual information relative to the organization or its functions are received, relayed, or a service rendered according to established procedures or instructions.

Level of Supervision Exercised

None

Essential Duties

Represents defendants in routine, municipal ordinance cases.

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

Prepares routine pleadings, motions, orders, and other papers required for trials, hearings, and other legal proceedings.

Makes motions for continuances, dismissals, reduction of bail, and new trials and represents defendants at numerous court hearings to include trials.

Interviews defendants and witnesses to gather information in preparation for trial. Assists higher level attorneys in the preparation and defense of more difficult cases.
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**

None
**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
Licensure/Certification

**Assessment Requirement**

None

**Probation Period**

Six (6) months.
### Class Detail

- **Pay Grade:** L-810
- **FLSA Code:** Y
- **Management Level:** 10
- **Established Date:** 9/21/2018
- **Established By:** Lori Schumann
- **Revised Date:**
- **Revised By:**
- **Class History:**