## 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 and traffic matters.

## Distinguishing Characteristics

The Deputy Public Defender Staff is distinguished from the Deputy Public Defender Associate that performs standard level legal work representing the defense of individuals in municipal ordinance and traffic cases.

The Deputy Public Defender Staff is distinguished from the Deputy Public Defender Senior that performs full performance level legal work representing the defense of individuals in municipal ordinance and traffic cases.

The Deputy Public Defender Staff is distinguished from the Deputy Public Defender Supervisor that supervises and directs the day to day activities within the Office of Municipal Public Defenders. Acts as Chief Municipal Public Defender in their absence.

The Deputy Public Defender Staff is distinguished from the Chief Municipal Public Defender that 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. Also handles complex municipal ordinance 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.

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 and traffic 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.

Any one position may not include all 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**

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.

This job requires driving. Requires a valid Driver's License at the time of application or the ability to obtain transportation to the jail and prisons in the surrounding area.

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**

3-Medium Work (20-50 lbs.)

**Physical Demands**

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

Carrying: transporting an object; usually by hand, arm, or shoulder
Handling: seizing, holding, grasping, or otherwise working the hand(s).
Hearing: perceiving the nature of sounds by the ear.
Fingering: picking, pinching, or otherwise working with fingers.
Pulling: Exerting force upon an object so that it is moving to the person
Sitting: remaining in the normal seated position.
Talking: expressing or exchanging ideas by means of spoken words.
Walking: moving about on foot.
Lifting: raising or lowering objects weighing no more than 50 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-813
FLSA Code: Y
Management Level: 10
Established Date: 9/21/2018
Established By: Lori Schumann
Revised Date:
Revised By: Greg Thress
Class History: Pay Grade, Job Title, Distinguishing Characteristics, Guidelines, License, Level of Physical Demand, and Physical Demands revised.