



Office of Human Resources  
Deputy Public Defender Staff - CL2882  
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### 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.

### 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 from 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.

### **Level of Supervision Exercised**

None

### **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 or moving an object.  
Fingering: Picking and pinching, through use of fingers or otherwise.  
Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.  
Hearing: Perceiving and comprehending the nature and direction of sounds.  
Lifting: Moving objects weighing no more than 50 pounds from one level to another.  
Pulling: Exerting force upon an object so that it is moving to the person.  
Sitting: Remaining in a stationary position.  
Talking: Communicating ideas or exchanging information.  
Walking: Ability to move or traverse from one location 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**

**Established Date: 9/21/2018**

**Established By: LS**

**Revised Date:**

**Revised By:**

**Class History:**