



Office of Human Resources  
Deputy Public Defender Supervisor - CL3100  
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### General Statement of Duties

Supervises and directs the day to day activities within the Office of Municipal Public Defenders. Acts as Chief Municipal Public Defender in their absence.

### Distinguishing Characteristics

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

The Deputy Public Defender Supervisor 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. Handles complex municipal ordinance and traffic cases.

### Essential Duties

Supervises and directs the activities of Municipal Public Defenders Office that includes reviewing, developing and modifying work plans, methods and procedures, determines work priorities and develops work schedules to provide adequate staff coverage and administrative support.

Provides coverage of courtroom dockets as needed. Assists less experienced attorneys in courtroom.

Provides work instruction, training when needed, and assists employees with difficult and/or unusual assignments; encourages innovation.

Assigns and distributes work, reviews work to ensure sound legal advice and accurate/sufficient documentation and returns assignments with recommendations for proper completion. Conducts hiring interviews and selects candidate(s) for job opening(s).

Resolves problems and mediates conflicts encountered during daily operations and determines appropriate solutions; promotes teamwork. Encourages regular communication, informs staff of relevant business issues and their impact on the organization.

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.

Documents causes for disciplinary action and initiates letters of reprimand and makes formal recommendations for disciplinary action. Responds to formal and informal employee grievances and prepares written responses.

By position, participates in planning and managing budget systems; prepares and presents budget recommendations to higher management; operates within budget parameters; and adjusts work plans/activities because of budget changes. The above job duties are the standard duties for a supervisor; below are from the State specifications.

Assume additional responsibilities when requested by the Chief Municipal Public Defender.

Performs Chief Municipal Public Defender duties and responsibilities during the Chief Municipal Public Defender's absence.

Performs other related duties as assigned or requested.

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**

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

**Conflict Management** - Manages and resolves conflicts, confrontations, and disagreements in a positive and constructive manner to minimize negative personal impact.

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

**Influencing** - Collaborates with, persuades and influences others.

**Information Management** - Identifies a need for and knows where and how to gather information and organizes and maintains information or information management systems.

**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.

### **Knowledge & Skills**

Ability to use necessary electronic device, especially computers.

Ability to review all discovery, which may include visual representations of evidence, examine physical evidence and view crime scenes.

Ability to maintain confidentiality and manage confidential information.

Ability to travel to other work locations including courts, jails and prisons.

### **Level of Supervision Exercised**

Supervises attorneys.

### **Education Requirement**

Doctor of Jurisprudence Degree or Bachelor of Laws Degree.

### **Experience Requirement**

Five (5) years of experience of the type and at the level of Deputy Public Defender with specialized experience in criminal law. Management experience preferred.

**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 jail or prison facilities in surrounding area.

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

**Working Environment**

Handle emergency or crisis situation.

Noise: sufficient noise to cause distraction.

Personal Safety: aware of surrounding, people, and events.

Pressure due to multiple calls and inquiries.

Subject to many interruptions.

Subject to long, irregular hours.

Subject to traffic, roadways and pedestrians.

**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**

Professional Supervisor

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade:** L-822

**FLSA Code:** Y

**Established Date:** 7/18/2019

**Established By:** GT

**Revised Date:**

**Revised By:**

**Class History:**