



Senior Public Defender Job Description

<u>Classification Title:</u>	Senior Public Defender	<u>Effective Date:</u>	July 2024
<u>Department:</u>	Public Defense	<u>Status:</u>	Exempt
<u>Accountable to:</u>	Assistant Chief Public Defender	<u>Pay Plan:</u>	Attorney

JOB PURPOSE AND SUMMARY

A Senior Public Defender practices in all the trial courts in which assigned counsel attorneys work, without supervision. Provides general supervision to attorneys and support staff. Supervises the Public Defender's assigned to each unit.

This position reports directly to the Assistant Chief Public Defender and works in collaboration with other Senior Public Defenders.

This class specification reflects the general concept and intent of the classification and should not be construed as a detailed statement of all the work requirements that may be inherent in a position.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES:

- Carries up to a full caseload of felonies, including homicides, persistent offenders, and other serious charges.
- Observes or second chairs at least one entire jury trial of a Public Defender II during an evaluation period. Reviews and assists in matters of tactics, trial strategy, legal research, writing and motion practice.
- Assists the Chief Public Defender/Director and the Assistant Chief with hiring and personnel assignment recommendations; plans, schedules, and assigns work; establishes priorities; instructs and trains in correct methods and procedures; reviews and evaluates staff performance; mediates problems and conflicts among attorneys and support staff. May work with the Director/Chief Public Defender, Assistant Chief and Human Resources to address employee relation issues and concerns.
- Handles miscellaneous court hearings, including but not limited to, first appearance calendars in all courts, arraignment calendars, non-compliance calendars (probation violations and failures to comply), ability to substitute in Drug Court, Mental Health Court and Involuntary Treatment Act hearings.
- Reviews policy reports, interviews witness, works with the court and prosecutor to resolve cases. Appropriately utilizes non-attorney professional services.

- Maintains accurate and complete statistical information to be used for future needs and projections.
- Represents the Office of Public Defense with various agencies, judges, court commissioners, law enforcement officials, County officials, school officials and bar association. Attends public and civic meetings. When assigned, serves on specific task groups or committees.
- Performs other duties as assigned.

QUALIFICATIONS

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Graduation from an ABA accredited school of law and must be a member of the Washington State Bar Association.
- Ten years of practice as an attorney with a minimum of three years trial experience in the trial of criminal cases. Proven experience in handling all phases of the most complex felony cases without supervision.
- Ability to successfully pass Clark County background investigation.
- Valid Washington State driver's license.

Knowledge of....organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs; operational characteristics, services and activities of a public defense office; legal principles and practices, including civil, criminal, constitutional, and administrative law and procedure; legal research, terminology and procedures; organization, duties, powers, limitations, and authority of County government and a public defense office; pertinent Federal, State and local laws, codes and regulations; principles of supervision, training and performance evaluation; principles and practices of budget preparation and administration; and so forth.

Ability to....analyze and apply legal principles; manage and coordinate the work of supervisory, professional, and technical personnel; interpret and explain public defense standards, policies and procedures; organize, interpret, and apply legal principles and procedures; prepare and present difficult cases in court; conduct research on complex legal problems and prepare sound legal opinions; prepare and administer a budget; select, supervise, train and evaluate staff; interpret and apply Federal, State and local policies,

procedures, laws and regulations; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work including County and other government officials, community groups, and the general public; and so forth.

WORKING CONDITIONS

- This work is sedentary and requires little exertion of force.
- Work regularly requires sitting, using hands and repetitive motions; frequently requires speaking or hearing.
- Work has standard vision requirements; vocal communication is required for conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to receive detailed information through oral communication and/or to make fine distinctions in sound.
- Work requires preparing and analyzing written or computer data and visual inspection involving small defects and/or small parts.
- Work is generally in a quiet location (e.g. library, private offices).
- Work has no exposure to adverse environmental conditions.

Office use: 7/17/2023