



## CLASS SPECIFICATION

Class Code: 1080  
Date Est: 3/77  
Last Rev: 2/2000W  
Last Title Chg:  
FLSA: Exempt

### DEPUTY PUBLIC DEFENDER I

#### **DEFINITION**

Under general supervision, performs the less difficult professional criminal defense work in the Public Defender's Office; performs legal research; represents the Public Defender on assigned cases; and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

Graduation from a recognized law school and some experience in the practice of law; OR an equivalent combination of education and experience.

#### **LICENSE OR CERTIFICATE**

Current membership in the Bar in the State of Nevada.

#### **DISTINGUISHING CHARACTERISTICS**

This is the entry and first working level in the Deputy Public Defender class series. Incumbents are assigned to assist the Public Defender and other staff members with all aspects of the investigative and legal research work required for trial preparation, as well as performs trial work. As a Family Court Deputy Public Defender, an incumbent represents parents or minors in welfare case proceedings involving the County and the State agencies. Incumbents may expect to qualify for the next higher level of Deputy Public Defender II when they are regularly assigned a wide range of regular legal work and have completed one (1) year as a Deputy Public Defender I.

#### **SUPERVISION EXERCISED**

NA

**EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Review criminal complaints and analyze for the propriety of charge(s).

Conduct the initial client interviews.

Coordinate investigations and interviewing of witnesses.

Analyze the facts of a case and legal precedents for preliminary hearing motions, stipulations, or waivers.

Conduct preliminary hearings for defense.

Analyze preliminary hearing or grand jury transcripts for pre-arraignment writ or motion presentation.

Interpret and apply law, court decisions, and other legal authorities in the preparation of cases and briefs.

Conduct arraignments.

Assemble evidence and legal materials for trial purposes and/or discussion of settlements with prosecutors.

Conduct jury trials for the defense.

Prepare pleadings and other legal documents in connection with suits, trials, hearings, conservatorships, and other legal proceedings.

Prepare appellate cases including briefings and oral arguments before appellate courts.

Conduct post-conviction pleadings, briefings, and hearings.

Carry out the procedures for probation, parole revocation, extraditions, insanity matters, and juvenile court cases.

May represent parties in termination of parental rights cases and guardianships/probation revocations and discuss settlements with prosecutors and social workers.

For attorneys representing clients in family court, review petitions for propriety of the proposed actions; conduct hearings on petitions, reviews and dispositions; and attend case plan meetings/staffing with clients and social workers to include home visits with clients if applicable.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

#### **Knowledge of:**

Departmental/division policies and procedures.

Criminal and Civil practice of law and associated procedures.

Available computer programs for legal research.

#### **Ability to:**

Provide legal representation in legal matters and litigation with considerable independence.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

#### **Knowledge of:**

The Penal Code and other Nevada statutes and their application to Criminal or Civil law.

Judicial procedures and the rules of evidence.

The principles of Criminal, Constitutional, and Administrative Law.

Legal research methods.

Interviewing techniques.

#### **Ability to:**

Analyze facts and apply legal principles and precedents to specific criminal and civil cases.

Develop legal issues and present clear and logical arguments and statements of fact and law.

Perform legal research.

Prepare and present criminal and civil cases at all levels of the court system.

Communicate effectively, both orally and in writing.

Maintain effective working relationships with others.

Effectively represent the Public Defender's Office in contacts with the public, community organizations, law enforcement agencies, and other government jurisdictions.

**SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment.*

Ability to sit for extended periods. Ability to frequently stand and walk. Ability to lift and move objects weighing up to 25 lbs. Ability to use office equipment including computer, telephones, calculators, copiers, and FAX machine. Work is performed in an office, outdoors, and courtroom environments.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*

Approved \_\_\_\_\_ WERCCS Job Evaluation Committee \_\_\_\_\_

Date \_\_\_\_\_ February 24, 2000 \_\_\_\_\_