



CLASS SPECIFICATION

Class Code: 1082
Date Est: 3/77
Last Rev: 2/2000W
Last Title Chg:
FLSA: Exempt

DEPUTY PUBLIC DEFENDER III

DEFINITION

Under general supervision, performs a wide range of the more complex 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 two years of full-time experience in the practice of law equivalent to that of a Deputy Public Defender II in Washoe County; 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 second experienced and advanced journey level in the Deputy Public Defender class series. Incumbents are assigned the more difficult and complex professional legal investigative and research work required for trial preparation, as well as the performance of 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 are expected to perform assignments on an independent basis with wide latitude for decision-making. Also, they may provide some training and work coordination for Deputy Public Defender I's and II's. This class differs from Deputy Public Defender II in that incumbents perform a broader range of more complex legal assignments. It differs from Deputy Public Defender IV in that Deputy Public Defender IV's have full supervisory responsibility for assigning, reviewing, and evaluating the work of other staff.

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 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 presentations.

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.

Prepare for and conduct sentencing.

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

Conduct misdemeanor/bench trials for the defense.

Coordinate legal work with the District Attorney's office and other law enforcement agencies without impairing the defense.

Meet with and discuss cases with clients and their families.

May represent parties in termination of parental rights cases and guardianships/probation revocations, which includes discussing 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.

Perform the more complex legal representation and casework as assigned.

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.

Available computer programs for legal research.

Ability to:

Be responsible for the more complex and difficult legal representation work in the Public Defender's Office with considerable independence and decision-making latitude.

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

Knowledge of:

Criminal and Civil practice of law and associated procedures.

The Penal Code and other Nevada statutes and their application to Criminal and 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