



## CLASS SPECIFICATION

Class Code: 1083  
Date Est: 3/77  
Last Rev: 4/99  
Last Title Chg:  
FLSA: Exempt

### DEPUTY PUBLIC DEFENDER IV

#### **DEFINITION**

Under general supervision, plans, supervises, and coordinates the work of professional legal and legal support staff in the Public Defender's Office; performs a wide range of the most complex professional criminal defense work; 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 III 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 first supervisory level in the Deputy Public Defender class series. Incumbents are assigned to supervise other professional legal staff in an assigned unit such as Appeals, General Trial, and Intensive Trial in the Public Defender's Office, as well as perform the most difficult and complex professional legal investigative and research work. This class differs from Deputy Public Defender III in that incumbents are assigned full supervisory responsibilities. It differs from Deputy Public Defender V in that Deputy Public Defender V is the Chief Defender for the Public Defender's Office.

#### **SUPERVISION EXERCISED**

Exercises direct supervision over professional legal and legal support staff.

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

Guide trial work for an assigned group of professional legal staff.

Schedule and assign work, provide training, and perform staff evaluations.

Analyze staff opinions and briefs on legal issues and defenses for suggested revisions and advice.

Confer and discuss cases and legal problems and issues with assigned legal staff.

Provide input to Public Defender's management staff regarding budget development and control, personnel issues and problems, and development of policies and procedures.

May be responsible for the office in the absence of management staff.

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.

Conduct post-conviction pleadings, briefings, and hearings.

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

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, including discussing settlements with prosecutors and social workers.

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.

Countywide personnel practices.

Principles of budget development and fiscal controls.

### **Ability to:**

Supervise personnel, including training, assigning, and reviewing work, administering discipline, and conducting performance evaluations.

Implement work methods and procedures that promote a safe working environment and ensure proper staff training in work safety.

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

**Knowledge of:**

Comprehensive 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:**

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

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

Perform legal research and develop legal issues and present clear and logical arguments and statements of fact and law.

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