

COUNTY OF SOLANO
DEPUTY PUBLIC DEFENDER IV

Rev. 6/92

DEFINITION

Under general direction, provides legal defense for clients needing publicly assisted representation in criminal and/or civil matters; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This classification is an experienced professional level Attorney in the Deputy Public Defender series providing criminal representation for clients. This class is distinguished from the Deputy Public Defender V in that the latter is responsible for leading and directing attorneys within a division.

EXAMPLES OF DUTIES

Depending on assignment, duties may include but are not limited to the following:

1. Interviews clients and witnesses to solicit information needed to determine the facts and circumstances of individual cases; participates in investigation process; determines strategies to be used in providing legal defense for clients.
2. Interviews employees of various agencies or departments to obtain facts, evidence, circumstances leading to arrest, reasons for the decision to prosecute, or other information which may affect a client's defense; discusses issues with prosecuting attorneys.
3. Reviews and analyzes clients' case file documents; writes motions, pleadings, appeals, correspondence and reports; researches and maintains currency with case law; investigates sentencing alternatives.
4. Answers clients' inquiries made by telephone and in person; provides information to clients regarding legal rights, procedures and alternatives; deals with clients of various backgrounds and temperaments; may refer clients to other agencies.
5. Manages caseload; prepares cases for presentation in court; advises clients and witnesses in proper courtroom demeanor and procedures; schedules motions, court appearances, trials and research; appears in court to provide representation to clients.
6. May request investigators to obtain needed facts for clients' defense; may provide direction to less experienced attorneys, paralegal and other support staff.

QUALIFICATION GUIDELINES

EDUCATION AND/OR EXPERIENCE

A minimum of one year of criminal defense and trial experience as a Deputy Public Defender III or its equivalent (a total of two and one-half years of criminal defense as a Deputy Public Defender) which demonstrates possession of and competency in requisite knowledge and abilities. Five years experience in the general practice of law may be substituted for three years criminal law experience.

KNOWLEDGE/ABILITIES

Thorough knowledge of criminal law, rules of evidence, trial procedures, legal principles and research methods; effective techniques in dealing with difficult, confused or hostile clients; interviewing techniques; techniques, methods and policies used for providing clients with legal defense representation.

Ability to interview people and solicit needed information to determine facts/circumstances; develop effective defense strategies; analyze cases and apply legal principles; present statements of law clearly and logically in written or verbal form; present an effective defense in court; manage assigned caseload; learn and apply knowledge of sciences pertinent to caseload (e.g., fingerprints, blood chemistry); develop and maintain an effective attorney/client relationship with people of various socio-economic backgrounds and temperaments; investigate sentencing alternatives; communicate effectively both verbally and in writing with clients, witnesses, judges, attorneys and employees of various agencies and departments; demonstrate patience, tact, courtesy and compassion.

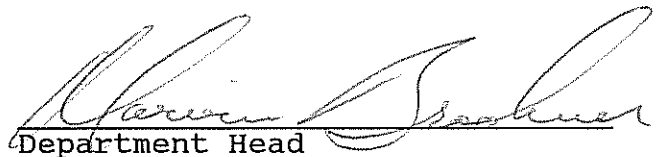
SPECIAL REQUIREMENTS

Active membership in the California State Bar Association is required.

Possession of or ability to obtain a valid Class C California driver's license may be required.

SUPPLEMENTAL INFORMATION

Independent travel may be required.


Department Head