

# BONNEVILLE COUNTY

## JOB CLASSIFICATION

Job Title: Public Defender	Index Code: 3700.0	
Dept./Div.: Commission – Public Defender	Pay Class: Uncl.	
Status: Salaried/Exempt	Work Comp: 8820-00	EEO Code: B

### GENERAL PURPOSE

Performs **professional level** legal duties as required to provide legal council and defense of indigent or otherwise qualified persons charged with a crime as assigned or directed by the court. Performs **full performance level** administrative and management duties to direct the operation of the Public Defender's Office.

### SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the Board of County Commissioners.

### SUPERVISION EXERCISED

Provides general supervision to attorneys and close supervision to legal clerical staff.

### ESSENTIAL FUNCTIONS

Plans, organizes, and directs the operations of the Public Defenders Office; recruits, hires, trains and supervises attorneys and clerical staff; prepares and submits annual budget requests; approves and submits claims for payment of all expenditures for the office; arranges for contract services as needed due to conflicts of interest or other issues; provides for preparation and submission of various correspondence, financial and legal reports as required by the county and the courts.

Provides competent legal council and defense for individuals who have been determined by the court to be indigent or otherwise entitled to public assistance and representation in connection with various felony, misdemeanor, juvenile, sanity/commitments, health and welfare or child abuse cases as directed or assigned by the court.

Meets with attorneys and judges as needed to discuss and determine plea options which would best serve justice and the legal system; negotiates as needed to secure best defense opportunity for clients.

Prepares and defends actions against indigent individuals arising out of alleged criminal activities; interviews victims of crimes, witnesses and law enforcement officers; determines appropriate pleas or best avenue for defense as need to establish guilt or innocence.

Prepares for court by performing legal research, drafting briefs, gathering and analyzing evidence; delivers the defendants case in criminal proceedings; attends and participates in arraignments, sentencing, preliminary hearings, trials and other court hearings.

Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

Revised: 04/15/2008

1. Educations and Experience:

A. Graduation from an accredited law school with a Jurist Doctorate Degree;

AND

B. Four years of experience as a practicing attorney, at least two of which involve practice of criminal law.

2. Required Knowledge, Skills, and Abilities:

**Thorough knowledge** of the principles of law and their application; criminal trial procedures and the rules of evidence; Idaho Code, constitutional provisions and local ordinances as they apply to county government and its operation; case law related to a variety of county government subjects; criminal law issues related to search and seizure, felony intake/screening; pleadings, etc.

**Ability to** effectively prepare and conduct the defense in a variety of criminal cases and represent assigned individuals in sanity/commitments proceedings and other health and welfare proceedings; present statements of fact, law and argument; gather and evaluate information obtained through research investigations, and interrogations; develop effective relationships with the public, government officials, and judicial personnel; supervise subordinates.

3. Special Qualifications:

Must be licensed to practice law in the State of Idaho.

Must be accepted to Idaho State Bar.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking. Interpersonal communication essential to job functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.