



## EMPLOYMENT OPPORTUNITY

# ASSISTANT PUBLIC DEFENDER IV/V

**NOTE:** There is one vacant position in the Public Defender's Office. Position could be under-filled by Deputy Public Defender I/II/III currently under separate recruitment.

### SALARY AND BENEFITS

IV- \$37.96 - \$45.90 hourly, plus benefits package

V- \$41.74 - \$50.49 hourly, plus benefits package

### FILING DEADLINE

5:00 p.m., February 1, 2019

### DUTIES AND RESPONSIBILITIES

*The Assistant Public Defender assists the Public Defender in providing legal defense and services to indigent persons accused of violations of criminal and/or civil matters and represents the Public Defender in his/her absence.*

- Interview clients and witnesses to solicit information needed to determine the facts and circumstances of individual cases; determines strategies to be used in providing legal defense for clients.
- Reviews and analyzes client's case file documents; writes motions, pleadings, correspondence, appeals and reports.
- Study, interpret and apply laws, court decisions and other legal authorities in the preparation of cases, opinions, and trial briefs;
- Prepares pleadings and other papers related to defense strategies, trials, hearings and similar legal proceedings.
- Answers client's 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 which offer support services and assistance as necessary.
- May request investigators to obtain needed facts for client's defense; may provide direction to less experienced attorneys; paralegal and other support staff.
- Build and maintain positive working relationships with co-workers, other County employees, outside counsel and the public using principles of good customer service.
- Provide direction, assign and lead the work of other attorneys, and supervision to support staff.
- Other duties may be assigned.

## MINIMUM QUALIFICATIONS

### ***Education and Experience:***

**IV-** A minimum of two years of criminal defense and trial experience as a Deputy Public Defender III or its equivalent, which demonstrates possession of and competency in requisite knowledge and abilities, and recommendation of the Department Head. Five year's experience in the general practice of law may be substituted for three years of criminal law experience.

**V-** A minimum of two year's experience of criminal defense and trial experience as an Assistant Public Defender IV and recommendation of the Department Head.

**License:** Active membership in the California State Bar Association. Possession of, or ability to obtain, a valid California driver's license.

## SELECTION PROCESS

Application materials will be reviewed, and the best-qualified applicants will be invited to Susanville to participate in interviews.

## HOW TO APPLY

An application may be obtained from the Personnel Office listed below or by visiting our website at <http://lassencounty.org> . It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications. Qualified applicants are invited to submit an official Lassen County application to:

Lassen County Personnel Department  
221 South Roop Street  
Susanville, California 96130

☎ (530) 251 -8320 ☎

Opened December 19, 2018

### ☞ GENERAL INFORMATION ☞

Lassen County is an equal opportunity employer hiring employment eligible applicants.

Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline.

In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States.

A thorough background investigation will be conducted after an employment offer is made and accepted. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process.

Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination.

This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.