



## EMPLOYMENT OPPORTUNITY

# DEPUTY PUBLIC DEFENDER I/II/III

**NOTE:** There is one vacant position in the Public Defender's Office. This position could under-fill the vacant Assistant Public Defender IV/V position that is currently under separate recruitment.

### SALARY AND BENEFITS

DPD I: \$29.98-\$36.21 Hourly, plus benefits

DPD II: \$32.94-\$39.80 Hourly, plus benefits

DPDIII: \$36.21-\$43.77 Hourly, plus benefits

### FILING DEADLINE

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

### DUTIES AND RESPONSIBILITIES

*The Deputy Public Defender I/II/III provides legal advice and services to indigent persons accused of violations of criminal and family law. The major duties of the job include:*

- 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.
- Assemble and evaluate evidence, and secure and interview witnesses.
- Prepare and present legal defense to misdemeanor, juvenile or quasi-criminal cases.
- Study, interpret and apply laws, court decisions and other legal authorities in the preparation of cases, opinions and trial briefs.
- Review and analyze clients case file documents; writes motions, pleadings, correspondence, appeals and reports.
- Answer clients' inquiries made by telephone and in person; provide information to clients regarding legal rights, procedures and alternatives; deal 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 clients' 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 common sense and professional courtesy.
- Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

**Education:** Graduation from an accredited law school.

**Experience:** **DPD I:** No experience is required; however, applicants must demonstrate possession of and competency in requisite knowledge and abilities.

**DPD II:** A minimum of one year of criminal defense and trial experience as a Deputy Public Defender I or its equivalent, which demonstrates possesses of and competency

in requisite knowledge and abilities; and the recommendation of the Department Head. Three years of experience in the general practice of law may be substituted for the one-year criminal law experience.

**DPD III:** A minimum of one year of criminal defense and trial experience as a Deputy Public Defender II or its equivalent (a total of two years of criminal defense and trial experience as a Deputy Public Defender) which demonstrates possession of and competency in requisite knowledge and abilities, and recommendation of the Department Head. Four years of experience in the general practice of law may be substituted for two years' criminal law experience.

**License:** Active membership in the California State Bar Association with membership number noted on application. 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 plus resume, references and writing sample to:

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

 (530) 251 -8320 

Job Opened: December 19, 2019

### 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.