

**BANNOCK COUNTY**  
**CLASS SPECIFICATION**

**ASSISTANT CHIEF DEPUTY  
PUBLIC DEFENDER**

Department: Public Defender  
FLSA Designation: Exempt

Pay Grade: 17  
Effective Date: 2/08, 8/09

**Purpose of Class**

Provides professional legal services, with emphasis on defending felony criminal cases; assists the Public Defender with legal and administrative work; performs related work as required.

**Primary Function**

The principal function of an employee in this class is to perform professional legal and administrative work involving criminal defense of felony cases, representation of misdemeanor cases related to felony cases, representation in specific civil cases, and representation in selected felony appellate cases before the Idaho Supreme Court and Idaho Court of Appeals. Assignments may be made to defend specific types of cases or specializations. The position provides direction to Legal Secretary positions and interns, and provides working supervision and training to new attorneys and legal interns. The work is performed under the general supervision of the Chief Public Defender and direct supervision of the Chief Deputy Public Defender, but considerable latitude is granted for the exercise of independent judgment and initiative. The principal duties of this class are performed in a general office and courtroom environment. Duties include office supervision and administration in the absence of the Chief Public Defender and Chief Deputy Public Defender.

**Essential Duties and Responsibilities (will vary by assignment)**

- Prepares and manages felony criminal cases for defense, including but not limited to, entering pleas, conducting research, interviewing affected parties, preparing required legal and court documents, preparing and arguing briefs, attending court proceedings, selected criminal appellate representation before the Idaho Supreme Court and Idaho Court of Appeals;
- Prepares and manages criminal cases for trial or other judicial hearings including, but not limited to, drug and sex offenses, theft, fraud, forgery, burglary, child protection cases, parental rights determinations, child support, and mental competency;
- Provides working supervision and training of new attorneys and legal interns; preparation of personnel policies, assists in implementation personnel policies and decisions; assists in disciplinary and related employment decisions and implementation of the same.
- Negotiates case settlements;
- Interviews police officers, detectives, defendants, victims, witnesses, and other interested and affected parties;

- Conducts research of legal precedents, federal laws, state statutes, and County ordinances and represents the defendant's interest in court;
- Assists other staff attorneys;
- Assists Chief Public Defender in administrative office duties, including employee supervision and work assignments;

Provides coverage for Chief Public Defender and Chief Deputy Public Defender in their absence for all court hearings and other proceedings including but not limited to, entering pleas, conducting research, interviewing affected parties, preparing required legal and court documents, preparing and arguing briefs, attending court proceedings, selected criminal appellate representation before the Idaho Supreme Court and Idaho Court of Appeals;

Prepares and manages civil cases for trial or other judicial hearings including, but not limited to, child protection cases, parental rights determinations, child support, and mental competency;

Bannock County Mental Health Court - Attorney Assignment. Duties include representing all individuals who enter the Mental Health Court including applicants submitted by other attorneys. The Mental Health Court works to address the defendant's mental illness and criminal behavior. Assignment includes reviewing applicants, assessing admittee's performance and evaluating possible rewards and sanctions for either compliance or non-compliance with mental health court requirements; preparation of legal documents used in the Bannock Mental Health Court.

- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

#### **Other Duties and Responsibilities**

- Performs other related duties as required.

#### **Competency Requirements**

Knowledge of:

- Legal, court, and judicial procedures, rules, terminology, methods, documents, practices, and objectives, especially as applicable to preparing and presenting a criminal defense;
- Applicable County, city, state, and federal laws, statutes, ordinances, and codes;
- Legal research methods;
- Operation of standard office equipment including a personal computer and job-related software applications;
- Contemporary negotiation techniques and methods;
- Employee supervisory and directional methods and techniques;
- English grammar, spelling, punctuation, and composition.

Ability to:

- Analyze, appraise, and organize facts, evidence, and precedents in determining the various aspects, alternatives, and possible outcomes of cases;
- Present material to opponents and develop an appropriate legal strategy;
- Appear without assistance in court and other judicial proceedings and present evidence, arguments, testimony, and witnesses before a judge or jury;

- Make significant/substantial legal decisions in individual cases based on a combination of factors including the law, policy, and rules of ethics;
- Negotiate complex legal issues;
- Bring interested and affected parties to consensus;
- Discern critical issues and needs of the defendant through a negotiations process;
- Communicate effectively, both orally and in writing, for purposes of advocating, persuading, negotiating, and counseling for or on behalf of a defendant;
- Analyze, appraise, and organize facts and precedents and to present such material in a clear and logical form;
- Determine alternative courses of action, and possible courses of action of opponents;
- Present and argue cases and to handle unanticipated problems smoothly and effectively;
- Establish and maintain effective working relationships with other County employees, staff, attorneys, law enforcement personnel, defendants, witnesses, supervisory personnel, state and local elected and appointed officials, and the public;
- Maintain a professional demeanor during stressful situations;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform time management and scheduling functions, meet deadlines and set case priorities;
- Operate standard office equipment and a personal computer using program applications appropriate to assigned duties;
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.

### **Acceptable Experience and Training**

- Graduation from a school of law accredited by the American Bar Association with a
- Juris Doctorate Degree;
- License to practice law in the State of Idaho;
- Three (3) to four (4) years experience as a practicing attorney, preferably as a defense attorney, is preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Special Qualifications**

- Membership in good standing in the Idaho State Bar Association.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and to communicate effectively in person, on a telephone, and in a courtroom environment;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and to assist in the preparation, monitoring, and litigation of all criminal and civil cases;

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- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee operate standard office equipment and a personal computer;
- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to work in an office environment, lift up to 20 pounds, and perform in a courtroom environment.