



ADA COUNTY HUMAN RESOURCES

ATTORNEY I

Public Defender

HIRING WAGE: \$62,608 - \$65,800/yr DOE

STATUS: Full time with benefits

CLOSING DATE: Until Filled

APPLICATION MATERIALS: Apply online at adacounty.id.gov/jobs

GENERAL SUMMARY

Provides legal defense and representation to indigent persons accused of crimes in Ada County to include: (1) misdemeanor cases; (2) appellate work at all state levels; (3) juvenile criminal defense and Child Protective Act cases; and (4) Involuntary mental commitments, and performs related duties as required. The position is located in the Ada County Public Defender's Office.

DISTINGUISHING FEATURES OF THE CLASS

The Deputy Public Defender Attorney I is an attorney new to the legal profession or new to this office who is learning various litigation, negotiation, and trial preparation skills. This position will entail spending long periods of time in court and documenting cases in a digital case management system. The Deputy Public Defender Attorney I works in a variety of legal environments and is exposed to numerous caseload types. The Deputy Public Defender Attorney I works independently, as well as with supervisory oversight from senior attorneys, and makes important decisions in case management and strategy.

ESSENTIAL FUNCTIONS

- Provides legal representation and defense of indigent persons accused of crimes in Ada County;
- Drafts legal documents such as motions, orders, and memoranda with supporting affidavits;
- Participates in case negotiations with prosecuting attorneys, which involves analyzing the case to determine its overall strength, evaluating relevant facts and the number and kinds of witnesses available, and determining what resolution is appropriate;
- Prepares for hearings and trials in Magistrate Court by reviewing reports, applicable statutes, legal issues, and physical evidence surrounding the case, identifying and interviewing witnesses, and preparing for trial;
- Conducts legal research necessary for case preparation and keeps abreast of Court decisions and legislation affecting the Idaho Criminal Code;
- Appears in court to represent defendants by presenting evidence and argument at arraignments, pretrial conferences, hearings on motions, jury and court trials, sentencings, and specialty court proceedings;
- Manages cases to meet discovery and other critical deadlines;
- Manages a heavy caseload effectively and in a timely manner;
- Supports and interacts with other team members to ensure effective caseload management;
- Handles appellate casework, including determining if a reasonable basis for appeal exists;
- May appeal criminal defense cases to the District Court, including filing briefs, motions, and affidavits;
- Provides legal representation and defense for juveniles in criminal and Child Protection Act cases;
- Maintains contact with defendants and responds to clients needs in a timely manner;
- Treats all defendants, support staff, colleagues, and the courts with dignity and respect;

- Maintains collegial relationship with prosecuting attorneys and treats all counsel fairly;
- Demonstrates the conduct and behavior of a team player by helping create a professional and rewarding work environment for all Public Defender employees;
- Communicates effectively and works to develop a high level of credibility with clients, the judiciary, law enforcement agencies, court personnel, and co-workers.

ADDITIONAL FUNCTIONS

- The Deputy Public Defender Attorney I shall serve at the direction and discretion of the Chief Public Defender and shall perform any and all job functions assigned;
- Attends CLE courses and maintains bar membership in good standing with the Idaho State Bar.

JOB REQUIREMENTS

- Must have graduated from an accredited law school and be a member in good standing of the Idaho State Bar;
- Thorough knowledge of common law, state and federal laws and court decisions affecting criminal law;
- Thorough knowledge of community and other resources available to help find current location of individuals;
- Thorough knowledge of the elements of a crime, search and seizure law, knowledge of the chain of custody, the rights of the individual involved in criminal legal proceedings, and methods of legal research;
- Skill in developing trust, confidence, and cooperation of persons;
- Ability to acquire a thorough knowledge of applicable case law and apply that knowledge to varied case related issues;
- Ability to interpret criminal laws, and court and county policy;
- Ability to express oneself effectively verbally and in writing;
- Ability to effectively interview persons with a wide variety of personalities and socio-economic backgrounds and ascertain facts;
- Ability to conduct research on legal problems and prepare opinions;
- Ability to document a case and effectively present it in court;
- Ability to analyze facts and prepare legal documents;
- Ability to establish and maintain effective working relationships with witnesses, members of other agencies, and co-workers;
- Ability to maintain confidentiality;
- Ability to communicate effectively and persuasively;
- Ability to be a team player;
- Ability to exercise good judgment, and to conduct self in a professional manner both inside and outside the courtroom.

OTHER REQUIREMENTS

- Must possess a strong work ethic;
- Must maintain the highest of ethical standards;
- This position has been designated safety sensitive and is therefore subject to random drug testing.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Work is performed primarily in an office environment and the employee in this class is subject to inside environmental conditions;
- Will also conduct interviews in private residences, and public places such as offices, hospitals, the jail, etc.;
- Requires sufficient personal mobility and physical reflexes to permit the employee to function in a general office environment and accomplish tasks;
- Must furnish their own transportation throughout the county.

DISCLAIMER

To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice. Ada County provides Veteran's Preference for all County jobs except for those deemed "key positions" in accordance with Title 65, Chapter 5 of Idaho Code.

NOTE

Ada County reserves the right, at the discretion of the appropriate appointing authority, to waive any of the minimum qualifications for those applicants whose general or specific qualifications would otherwise qualify the applicant for the position or lead the appointing authority to believe that the applicant is capable of performing the assigned duties and fulfilling the assigned responsibilities. The hiring pay range may be appropriately adjusted based upon current and/or prior applicable Ada County employment experience.

** If you need reasonable accommodation to participate in and/or complete the county's application process, please contact Human Resources at the phone number or address listed hereon. (TDD call 287-7979)*

Ada County Human Resources | 200 W. Front Street, 2nd Floor, Boise, ID 83702

Office: 208-287-7123 Fax: 208-287-6999

adacounty.id.gov