



**BONNER COUNTY  
HUMAN RESOURCES**

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**TO:** All Employees  
**FROM:** Human Resources Department  
**DATE:** July 16, 2021  
**SUBJECT:** JOB ANNOUNCEMENT POSITION

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**Position:** Deputy Public Defender  
**Department:** Public Defender  
**Starting Pay:** \$65,000 DOE  
**Closing Date:** Until Filled

**Position Summary:**

Represents the Indigent Defendant as a trial attorney in the defense of criminal, quasi-criminal, and civil actions in Juvenile, Magistrate, and District Court proceedings and assists the Public Defender in performing all of the statutory and constitutional functions of the Public Defender's Office.

This job classification includes five levels, which attorneys may be assigned to depending on organizational needs, professional legal experience, individual skill and expertise, individual proficiency, and complexity of the assigned caseload. Positions in these classes may be filled externally or by advancement internally. Progression from one level to the next is at the discretion of the Public Defender, provided minimum qualifications are met.

**Level 1:** Law clerks and entry level legal professionals, such as interns prior to passing the Idaho Bar. Employees at this level generally work under immediate supervision.

**Level 2:** Attorneys handling primarily misdemeanor or juvenile matters, indigent adult clients, child protection, and competency matters. Must have at least 1-2 years of experience in a similar position. Employees at this level generally work under general supervision.

**Level 3:** Attorneys handling low to mid-level complexity felony cases and/or civil matters and serve as a back up to Level 4 Attorneys. Must have at least 3-4 years of experience in a similar position. Employees at this level generally work under general to limited supervision.

**Level 4:** Attorneys handling high-level complexity felony cases and/or civil matters. Must have at least 4-5 years of experience in a similar position, especially trial and litigation experience. Employees at this level generally work under limited supervision. Level 4 Attorneys may provide basic day to day supervision to 1-3 Attorneys.

**Level 5:** Chief Deputy appointed by the Public Defender. Handles highly complex civil or criminal legal matters. Must have at least 5 years of experience in a similar or related position. Under limited supervision, the Chief Deputy supervises Attorneys at all levels and other department staff.

**Specifications:**

The essential functions include, but are not limited to, the following duties and responsibilities which are not listed in any particular order of priority and may be amended or added to by the County at any time:

- Performs all duties of a Public Defender pursuant to Idaho Code, managing assigned cases from intake through disposition.

- Reviews incoming law enforcement reports and discovery to determine any evidentiary issues.
- Researches case-specific legal issues and prepares correspondence, witness lists, and other miscellaneous pleadings and legal documents as required.
- Negotiates potential case resolutions with prosecutor as appropriate, in accordance with facts, law, and policy.
- Prepares legal strategies, questions, jury selection, jury instruction, and opening and closing statements.
- Performs trial preparation, including witness preparation and interviews as needed in preparation for trial appearances.
- Presents evidence and argument at arraignments, preliminary hearings, hearings on motions, trials, and juvenile proceedings, in addition to any other hearings as needed.
- Screens and requests additional information required for the successful defense of each case.
- Answers inquiries from the public, law enforcement, other attorneys, the Court and any and all other sources as required.
- Attends meetings and training. Schedules and participates in telephone, video, and personal appointments with clients, witnesses, law enforcement, and others as needed.
- Maintains confidentiality and complies with the Idaho Rules of Professional Conduct.
- Conducts legal research to stay abreast of court decisions and legislation affecting the practice of law.
- Reviews all work performed by secretarial staff.
- Supervisory: Level 4 Attorneys supervise lower level Attorneys, including but not limited to: Directing work assignments, managing performance, and coaching and mentoring.

**To Apply:** Please visit our website at <https://www.bonnercountyid.gov/departments/HR/current-openings>. Click on APPLY HERE, this will take you to our Munis Self Service system. Follow the instructions to register and apply on line for the position.

**Veteran's Status:** Bonner County will grant a preference to employment of veterans of the U.S. Armed Services in accordance with provisions of Idaho Code § 65-503 or its successor. In the event of equal qualifications for an available position, a veteran or family member who qualifies for preference pursuant to Idaho Code § 65-503 or its successor will be employed.