

Code: 7430

Title: LEGAL DEFENDER-UNCLASSIFIED

SUMMARY: Represents, defends, advises and counsels persons not financially able to employ counsel in criminal and other proceedings as set forth in Arizona Revised Statutes (A.R.S. 11-584), in the Court of Pima County. This is an appointed, unclassified position exempt from the Pima County Merit System Rules.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Plans legal policies and direction for indigent defense services;
Drafts suggested legislative and procedural rules;
Works with judges and other criminal justice personnel to establish a good justice system;
Formulates office policies and structure in order to supply the best representation at the most economical cost;
Develops annual budget;
Prepares a variety of fiscal and administrative reports;
Represents eligible persons in a variety of cases, providing the complete cycle of legal representation;
Evaluates and coordinates the assignment of cases to attorneys and investigators;
Reviews work and activities of staff;
Holds discussions and assists in the office and in the courtroom;
Directs administrative activities in office and represents office at meetings.

KNOWLEDGE & SKILLS:

Knowledge of:

- legal principles and practices including civil, criminal, juvenile, constitutional and administrative law and procedure;
- the principles, methods, materials and practices of legal research;
- the methods and practices of pleading civil and criminal cases and of effective techniques in the presentation of cases in court;
- trial procedures and rules of evidence;
- the principles and practices of supervision and management.

Skill in:

- conducting legal research, analyzing data and determining proper courses of action;
- administering the programs of a legal department;
- preparing, presenting and conducting trial defenses and appeals effectively;
- analyzing and applying legal principles;
- presenting statements of law, fact and argument clearly and logically;
- preparing proper legal instruments;
- planning, directing and evaluating the work of other attorneys.

DESIRED QUALIFICATIONS:

Graduation from an accredited school of law and six years of experience in criminal litigation, three of which specialized in criminal defense and two of which involved supervisory or management responsibilities.

OTHER REQUIREMENTS:

Licenses and Certificates: Admission to the Bar of the State of Arizona. Failure to maintain the required licensure/certification/registration may be grounds for termination.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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