

<p><i>Code: 7515</i> <i>Title: PUBLIC DEFENDER</i></p>
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SUMMARY: Responsible for all of the statutory duties of a Public Defender as required in ARS §11-584 *et seq* relevant to the representation, defense, advising and legal counseling of persons who are not financially able to employ their own counsel in criminal and other proceedings. Directs and administers the activities of the Public Defender's Office. Additionally, the Public Defender undertakes assignments made by the County Administrator and the Pima County Board of Supervisors. This is appointed, unclassified and is exempt from the 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)

Develops and implements legal policies and direction for indigent defense services;
Drafts suggested legislative and procedural rules, policies and procedures for the provision of indigent defense services and submits to appropriate authorities for action or consideration;
Works closely with the county judges, courts and other county legal staff to maintain a viable criminal justice systems;
Develops and implements office policies, structures and administrative procedures to meet statutory requirements in a time-/cost-effective manner;
Develops and administers departmental budgets;
Researches, prepares and submits routine, recurring and special fiscal, administrative and other reports to the County Administrator, the County Board of Supervisors, the County Attorney and other county, state and federal agencies as may be required;
Represents eligible persons through the full cycle of legal representation, either personally or by delegation to qualified legal counsel and support staff;
Evaluates and coordinates the assignment of cases to attorneys and investigative staff;
Reviews work and activities of staff for compliance with legal, administrative and procedural requirements and directs any needed actions to assure such compliance or to correct errors;
Provides staff with legal and administrative guidance, direction and assistance as may be required;
Assures the maintenance of appropriate security and confidentiality of materials and information encountered or created by staff in the course of assigned duties;
Undertakes and completes all assignments approved by the County Administrator or Board of Supervisors;
Serves as a member of the County Criminal Justice Coordinating Council;
Trains, or coordinates training for, staff in legal, administrative and procedural topics;
Assures the appropriate creation, maintenance, dissemination and disposition of manual and computer-based records of case and office activities, as required by law, rule, regulation or technical standards of the courts, the county and other state/federal agencies;
Assigns work to and evaluates, staff performance and initiates needed training or disciplinary action as may be required.

KNOWLEDGE & SKILLS:

Knowledge of:

- legal principles and practices to include civil, criminal, juvenile, constitutional and administrative law and procedure;
- principles, methods, materials and practices of effective legal research;
- principles and practices of pleading civil and criminal cases and effective techniques for the presentation of cases in court;
- trial procedures, rules of evidence and court requirements;

- principles and practices of effective employee supervision, training and evaluation;
- principles and practices for effective administration and management of a county functional area, to include fiscal management;
- organization, function and structure of the county, state and federal criminal justice and courts systems;
- applications of computer-based resources for legal and administrative purposes.

Skill in:

- conducting legal research, analyzing data and determining proper courses of action;
- administering and managing the staff and activities of an organization;
- preparing for, presenting and conducting client defenses and appeals;
- analyzing and applying legal principles;
- presenting oral and written statements of law, fact and argument clearly and logically;
- preparing and presenting proper legal instruments;
- planning, directing and evaluating the work of staff;
- use of computer-based resources for research, analysis, creation, recording and maintenance of records, correspondence and related materials.

DESIRED QUALIFICATIONS:

Graduation from an American Bar Association (ABA) accredited law school and current admission to the Arizona State Bar. The appointing authority may also require additional training, experience and/or education from an accredited college or university may be substituted.

OTHER REQUIREMENTS:

Licenses and Certificates: Current admission to the Arizona State Bar is required at the time of appointment, and must be maintained as a condition of employment; failure to maintain this admission shall be grounds for termination.

Special Notice Items: This is unclassified and is exempt from the Merit System Rules.

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.