



SKAGIT COUNTY
invites applications for the position of:

Public Defender I/II/III/& Senior

SALARY: \$31.61 - \$54.93 Hourly
\$2,739.53 - \$4,760.60 Semi-Monthly
\$5,479.07 - \$9,521.20 Monthly
\$65,748.80 - \$114,254.40 Annually

OPENING DATE: 03/29/19

CLOSING DATE: 05/05/19 11:59 PM

SUMMARY:

Public Defender attorneys provide effective legal representation to indigent adult and juvenile clients in criminal cases, probation cases, and limited categories of civil cases filed in Skagit County District Court, Juvenile Court, and/or Superior Court.

Salary Range upon hire:

Public Defender I: \$68,064 - \$72,911 D.O.Q.
Public Defender II: \$72,827 - \$78,013 D.O.Q.
Public Defender III: \$78,013 - \$83,610 D.O.Q.
Senior Public Defender: \$88,935 - \$95,316 D.O.Q.

ESSENTIAL FUNCTIONS:

Public Defender I, II, and III:

Defends indigent individuals charged with a crime or other conduct that could result in a loss of liberty.

Handles Superior and/or District Court proceedings based upon level of skill, knowledge and experience as determined by the Director.

Meets with clients to obtain information that is relevant to the defense of their case, which may include obtaining information that is relevant to the issue of release from confinement or a reduction of bail; to determine the client's goals of the litigation; to discuss possible defenses and trial strategy; and to provide legal information and advice. Attorneys maintain communication with clients in person, by phone, by e-mail, or by mail throughout the course of the representation to keep their clients informed regarding the status of their case.

Conducts or directs investigation that is appropriate for each case, including, but not limited to, interviewing State and defense witnesses, obtaining records, consulting with expert witnesses, and visiting alleged crime scenes.

Analyzes the strengths and weaknesses of the cases assigned to him or her; develops an understanding of the possible sentences or outcomes of the litigation, including immigration and other collateral consequences; and develops an understanding of the law that is relevant to the case through legal research. Attorneys prepare and file appropriate motions, including, but not limited to, motions to dismiss, motions to suppress evidence, motions to compel discovery; and motions to compel services.

Engages in negotiations with the Prosecuting Attorney or Attorney General to develop possible resolutions to each case that are favorable for the client.

Performs as counsel at pre-trial hearings, trial, and post-trial hearings, including sentencing, restitution, and review hearings. Attorneys are responsible for filing appeals on behalf of his or her clients, and

may handle criminal appeals from District Court to Superior Court.

Keeps abreast of developments in the law and attend training sessions to receive CLE credit and to enhance knowledge of the law in his or her practice area.

May represent juveniles in criminal and civil juvenile proceedings. Attorneys work with social service agencies and schools to ensure their juvenile clients receive the protection and care that is needed.

May represent clients in mental health proceedings in the local treatment facilities where clients may be confined, and work with psychiatrists and other medical treatment personnel.

May represent parents in dependency proceedings. Attorneys work with social service agencies to ensure their clients receive necessary services.

Serves as a 24-hour, on-call attorney on a rotating basis.

Senior Public Defender:

Performs all of the above duties, as well as:

May assign work to and oversee work of other Public Defender's Office employees.

Acts in the stead of Director and/or Chief Deputy in their absence.

Supervisory:

None.

OTHER JOB FUNCTIONS:

May be tasked with performing related duties. Related duties as required are duties that may not be specifically listed in the position description, but are within the general occupational series and responsibility level typically associated with the employee's classification of work.

MINIMUM QUALIFICATIONS:

Public Defender I

- Experience in criminal defense or civil cases handled by the Public Defender is desired, but is not required.

Public Defender II

- Minimum two years' experience as a public defender or other significant criminal or relevant civil defense experience from private practice.

Public Defender III

- Minimum four years' experience as a public defender or other significant criminal or relevant civil defense experience from private practice.

Senior Deputy

- Minimum six years' experience as a public defender or other significant criminal defense experience from private practice. Qualified to handle A felonies.

Requires knowledge of:

- Computer-based legal research programs
- Microsoft office suite
- Court docket systems
- Washington law and statues relating to criminal offenses and select civil cases

- Washington rules of evidence , criminal procedure, and civil procedure in select civil cases
- Operation of standard office equipment, including printers, fax machines, copy machines, calculators, computers and scanners

Requires the ability to:

- Work with people in a courteous manner
- Speak Spanish (desired, but not required)
- Maintain confidentiality and follow the code of ethics
- Conduct bench and jury trials
- Read, analyze and interpret legal documents
- Effectively present information and respond to questions from judges
- Define problems, collect data, establish facts and draw valid conclusions
- Function in a self-directed capacity and collaborate well with others working as a team

Licenses and/or Certifications:

Member of the Washington State Bar Association in good standing.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

Work is performed primarily in an office, jail, hospital and/or courtroom environment. Job may require sitting at a desk for extended periods of time. Some bending, stooping, or light lifting to access files may be required. Public defense by its very nature is very demanding and stressful. However, staff members are professionals and strive to maintain close mutual support.

Hazards:

Hazards are those present in an office, jail, hospital, or courtroom environment. A physical hazard may occur from hostile individuals, which may include verbal or physical threats, and threats with weapons. Hazards may also include exposure to germs from aspiration or physical contact with other persons and objects, including, but not limited to, documents, writing instruments, and writing surfaces.

SUPPLEMENTAL INFORMATION:**SELECTION PROCESS:**

Following review of applications and resumes, the highest qualified applicants will be interviewed and may be tested. After a selection is made, all applicants not selected will be notified in writing. Skagit County reserves the right to use applications received for this posting to fill any other positions within this classification which may open within six months following the closing of this position.

ADDITIONAL INFORMATION:

Skagit County, as an equal employment opportunity employer, encourages applicants from diverse backgrounds to apply.

It is the policy of Skagit County to follow all federal and state laws to ensure non-discrimination in its employment practices.

The statements contained herein reflect general details as necessary to describe the essential functions of this position, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload. Changes to the position description may be made at the discretion of the employer.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.skagitcounty.net>

Position #2925-0319
PUBLIC DEFENDER I/II/III/& SENIOR
JL

1800 Continental Pl
Mount Vernon, WA 98273

(360) 416-1380

humanresources@co.skagit.wa.us

Public Defender I/II/III/& Senior Supplemental Questionnaire

- * 1. Did you attache your resume?
 Yes No
- * 2. Did you attach your cover letter?
 Yes No
- * 3. How many years of criminal experience do you have?
- * 4. Approximately how many misdemeanor cases have you tried to a jury?
- * 5. Approximately how many felony cases have you tried to a jury?
- * 6. Approximately how many class A felony cases have you tried to a jury?
- * 7. Have you represented clients accused of sex offense?
- * 8. Have you consulted with or used mental health experts?
- * 9. Have you consulted with or used other experts?
- * 10. Do you have any appellate experience?
- * 11. Have you written and argued substantive motions?
- * 12. Do you speak Spanish proficiently or fluently?
- * Required Question