



**KITSAP COUNTY**  
invites applications for the position of:  
**PUBLIC DEFENDER 1**

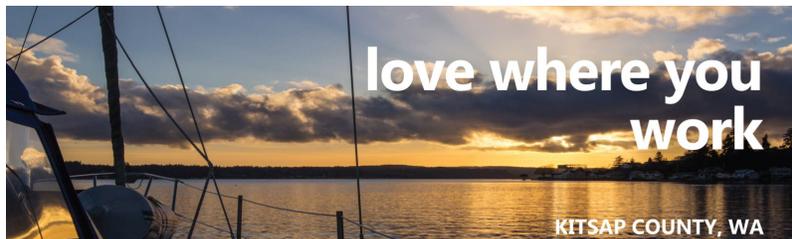
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**SALARY:** \$64,147.20 - \$90,625.60 Annually

**OPENING DATE:** 06/16/21

**CLOSING DATE:** 06/24/21 11:59 PM

**OVERVIEW:**



**Make a difference in your community! Become a part of the Kitsap County team!  
Do what you love while serving the citizens where you live.**

The Kitsap County Office of Public Defense is staffed with outstanding attorneys dedicated to providing very high quality representation to individuals charged with felony crimes.

**We have an exciting opportunity for an Attorney 1 to join our team!**

In this entry level classification, the incumbent provides representation to indigent defendants accused of misdemeanor and gross misdemeanor crimes in municipal and district courts in Kitsap County with moderate supervision from a higher-level public defender.

The ideal candidate will have general knowledge of: Municipal and general criminal law and procedure and trial practice. Legal research methods and materials, including computerized legal research. Structure and operations of local government and its relationship to other levels of government and other public agencies.

The ideal candidate will have the ability to: Communicate clearly, both orally and in writing. Gather, organize and analyze facts and the law on an issue, or in a case, and present the case in the appropriate forum. Work independently as well as part of a team. Demonstrate self-motivation and initiative. Establish and maintain constructive working relationships. Utilize a personal computer and related software packages to perform word processing, analysis, information retrieval and tracking. Have a strong sense of ethics.

This is an "at will" appointed position. An "at will" employee's continued employment with the County is at the discretion of the Public Defense Director and his/her appointment may be revoked at any time with or without cause and without right to appeal.

**QUALIFICATIONS FOR PERFORMANCE OF THE ESSENTIAL FUNCTIONS:**

### **REQUIRED EDUCATION AND EXPERIENCE:**

- Juris Doctorate from a recognized and accredited law school.
- An active member in good standing of the Washington State Bar Association.

### **PREFERRED EDUCATION, EXPERIENCE, OR QUALIFICATIONS:**

- One year experience in the criminal law field.
- Experience working with Kitsap County Courts.

### **Criminal Conviction Standards:**

- The successful incumbent will or may have unsupervised access to a vulnerable adult, or a vulnerable person, or access to a secured/confidential facility or computer system(s). As a result, Kitsap County will be conducting an extensive criminal background check by law enforcement agencies, which may include fingerprinting.
  - Please review the following list of disqualifying crimes and negative actions to determine if you meet our standard for this position:  
<https://www.dshs.wa.gov/ffa/disqualifying-list-crimes-and-negative-actions>

### **PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT**

*(The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. Kitsap County provides reasonable accommodation to enable individuals with disabilities to perform the essential functions.)*

- The duties in this position are performed in an office setting, and may be required to lift at least 20 pounds.
- Incumbents may be exposed to hostile individuals while in the courtroom setting.

### **ILLUSTRATIVE EXAMPLE OF DUTIES:**

***Under supervision and direction of Public Defense Supervising Attorney the incumbent will:***

- Provide legal representation for accused at arraignment proceedings.
- Prepare legal pleadings as needed.
- Deploy investigation resources as needed.
- Engage in plea negotiation as needed.
- Prepare trial materials, exhibits, and witnesses for presentation.
- Provide representation at sentencing, post-trial motions, and motions to revoke.
- Perfect appeal to Kitsap County Superior Court and provide legal representation during the appeal process.
- Assist Public Defenders with status hearings, change of plea hearings and sentencing hearings as assigned.
- Attend trainings and remain current of Continuing Legal Education credits.
- Serve subpoenas, summonses and other required documents on witnesses and suspects as required.
- Appear for scheduled work with regular, reliable and punctual attendance. Establish and maintain cooperative, effective, and productive working relationships using tact, patience and courtesy. Effectively plan and organize work and complete tasks within prescribed timeframes. May be required to work more than the 40 hours in a workweek.
- Perform other related duties as required.

### **OTHER POSITION RELATED INFORMATION:**

- **Who May Apply:** This position is open to the general public. Applications will be screened for qualifications and completion of all the required materials and forms. The most competitive applicants may be contacted for further steps in the selection process, which may include testing for office and computer skills.

- This position is classified as exempt from overtime under the Fair Labor Standards Act (FLSA)
- This position is classified as "at will". Incumbent's continued employment is at the discretion of the Director/Elected Official/Board of County Commissioners.
- Kitsap County is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, family or medical care leave, gender identity or expression, genetic information, marital status, medical condition, national origin, physical or mental disability, political affiliation, protected veteran status, race, religion, sex (including pregnancy), sexual orientation, or any other characteristic protected by applicable laws, regulations and ordinances. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. If you need assistance and/or a reasonable accommodation due to a disability during the application or the recruiting process, please contact our Human Resources Office.
- This recruitment is being used to fill an existing open position, and may be used to fill future openings for up to six (6) months.
- Work hours for this position are Monday – Friday, 8 a.m. – 4:30 p.m.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.governmentjobs.com/careers/kitsap>

Position #2021-PD1  
PUBLIC DEFENDER 1  
MM

614 Division St, MS#23A  
Port Orchard, WA 98366  
360.337.7185

[cmackie@co.kitsap.wa.us](mailto:cmackie@co.kitsap.wa.us)

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## **PUBLIC DEFENDER 1 Supplemental Questionnaire**

- \* 1. (REQ-1) I certify that I have read the complete job classification for this position and I am able to perform the essential functions of this position, with or without reasonable accommodations.  
 YES  
 NO
- \* 2. (REQ-2) I understand that all related experience must be listed under the Work Experience section of this application and that it must include a detailed explanation of my roles and responsibilities at each relevant employer. I also understand that resumes are not rated or reviewed for minimum and preferred qualifications and that an incomplete application or lack of details will disqualify my application. (Please note: The quality and completeness of the application will be considered in determining whether applicants will move to the next phase of the screening.)  
 YES  
 NO
- \* 3. Do you have a Juris Doctorate from an accredited law school?  
 Yes  
 No
- \* 4. Do you have at least one year of experience in the criminal law field?  
 Yes  
 No
- \* 5. Please describe your experience with providing representation to defendants accused of misdemeanor and gross misdemeanor crimes in municipal and district courts in Kitsap County.

\* Required Question