FRANKLIN COUNTY JOB DESCRIPTION

Public Defense Attorney Superior Court (Counsel II)

Effective Date: May 2023	**Bargaining Unit:** N/A
Department: Office of Public Defense	**FLSA Status:** Exempt
Reports to: Office of Public Defense Manager	
Grade/Salary Schedule: Grade 21, $95,513.60-$128,190.40	

SUMMARY

The Public Defense Counsel (PDC) plans, organizes, performs, and coordinates the defense of appointed criminal or civil cases for the County. Applicants must meet the Supreme Court Standards for Indigent Defense. While pay is negotiable will be determined where applicant falls in standards.

ESSENTIAL FUNCTIONS OF THE JOB

- Researches, documents, negotiates with prosecuting attorneys, prepares briefs, and defends cases, according to current department and County practices.
- Screens, reviews, and evaluates factual and legal basis for criminal complaints and/or cases filed to determine legal sufficiency; requests further investigation as necessary.
- Provides legal advice and information to appointed clients using verbal presentations and written documentation. May present information before the court, the Court of Appeals, Supreme Court, or in administrative hearings.
- Pursues self-development and continuing personal development of skills and knowledge by attending ongoing educational workshops, reviewing professional publications, and establishing personal networks.
- Oversees, if necessary, the creation, development, and maintenance of systems and records including case files, lists, logs, and other recordkeeping systems utilizing computerized and manual systems that provide for proper evaluation, control, and documentation of assigned operations, according to current department and county practices.
- Monitors, reports, interprets, communicates, and recommends changes to policy, procedures, or programs due to new trends, innovations, federal, state and local rules, laws, regulations, regulations, legislation, codes, and ordinances as they relate to the assigned area of operations.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Expert knowledge of modern principles, methods, and practices in criminal and/or civil law and related local statutes, ordinances, case law, and procedures as well as advanced knowledge of the duties, powers, limitations, and responsibilities of the Office of Public Defense.
- Proficient knowledge of the principles, methods, and practices of legal research and investigation and advanced knowledge of judicial procedure and rules of evidence.
- Proficient knowledge of Franklin County business and financial acumen and the application and interpretation of Franklin County policies and procedures and federal, state, and local rules, laws, regulations, legislation, codes, and ordinances as they relate to area(s) of assignment, according to current department and county practices.
- Expert knowledge of principles, practices, and techniques and related tools, equipment, and technology as they relate to area(s) of assignment according to current department and county practices.
- Proficient skills in analyzing complex legal problems, applying legal principles, and planning case strategies.

- Expert skills in proactive troubleshooting, decision making, and resolving issues or problems by analyzing problems, identifying alternative solutions, interpreting compliance documentation, projecting consequences of proposed actions, and implementing recommendations in support of goals.
- Expert time management and mental and physical organization skills that support the ability to focus, have clarity, and use strategy to fulfill a variety of tasks successfully.
- General computer skills and proficiency in Microsoft Office Suite, the internet for research, and the ability to learn and develop proficient skills in the County-wide OPD resource planning software.
- Ability to exercise a high degree of independent judgment and discretion and maintain the confidentiality of sensitive and/or confidential information.
- Ability to write and speak clearly and concisely and to express ideals and recommendations effectively orally and in writing.
- Ability and willingness to establish and maintain communication and working relationships with peers, representatives from other agencies, vendors, public officials, and the general public using courtesy, tact, and good judgement.
- Ability to effectively present information, findings, proposals, training, or other information to a variety of audiences by clearly articulating, engaging the audience, assessing the needs of the audience, and using appropriate materials to help audience understand the message.
- Ability to identify and take advantage of opportunities, organize and prioritize several ongoing and frequently changing assignments and caseloads to meet deadlines, and communicate changes and progress to staff, remaining calm during emergency situations.

WORK ENVIRONMENT

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work may be performed in the following environmental conditions:
  - constantly: in an office environment unless modified by pandemic mandates.
- The noise level in the work environment is usually moderate, a typical office environment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The person in this position must be able to

- spend the following amount of time in an activity:
  - constantly: sit for extended periods of time, talk or hear; use hands and/or fingers to handle, feel, or operate equipment or tools,
  - frequently: walk, reach with hands and arms, and stoop, kneel, or crouch, and
  - occasionally: stand, climb, pull, push or balance.
- carry or transport up to 10 pounds frequently, up to 25 pounds occasionally.
- have peripheral vision, depth perception, the ability to adjust focus, and have close vision (1-20 inches) and distance vision (20 feet or more).

Public Defense Attorney Superior Court (Counsel II)

QUALIFICATIONS

REQUIRED EDUCATION AND EXPERIENCE

- Juris Doctor Degree.
- Felony Qualifications per the Supreme Court Standards of Indigent Defense (CrRLJ 3.1)

OR

- Any combination of education and experience which would provide the applicant with the desired knowledge, skills, and abilities required to perform the job.

LICENSES, CERTIFICATES, AND OTHER QUALIFICATIONS

- Employment at Franklin County is contingent upon the results of a background check and eligibility for coverage by the County's liability insurance carrier. Depending upon the position, background checks may include personal and professional references, social security verification, education and professional licensing verification, financial history, and criminal history.
- Valid driver's license if driving a vehicle for County business.
- Member in good standing of the State Bar of Washington.

OTHER DUTIES DISCLAIMER:

The statements herein describe the principal functions of this job, level of knowledge and skills typically required, scope of responsibility, work requirements and working conditions, but are not all-inclusive. Individuals may perform other duties and Franklin County, Washington reserves the right to modify, add or remove duties, and assign other duties as necessary, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.