

WASHINGTON COUNTY
Job Description

JOB TITLE: Deputy Public Defender

Exempt (Y/N): Yes

DEPARTMENT: Public Defender

DATE PREPARED: October 2012

SUPERVISOR: Public Defender

SUMMARY:

The incumbent provides representation for indigent criminal defendants in Circuit, Municipal, and Juvenile Courts within Washington County. Represent criminal defendants at felony jury trials, criminal defendants as misdemeanor court cases, and juvenile court delinquency defense cases. Ensure the constitutionality of convictions and protect the rights of defendants. Ensure that each situation is handled according to County policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Attend arraignments to include meeting with clients and the initial interview, enter a plea of guilty or not guilty, determine indigency and prepare the associated paperwork such as pleadings, affidavits, and court orders.
2. Obtain information for the bond hearing, attend the bond determination hearing, and negotiate with the judge on the amount of bond to be set.
3. Attend probable cause hearings to include information meetings with the judge and prosecuting attorney.
4. Prepare for and attend/conduct trial defenses of indigent criminal defendants and prepare trial briefs.
5. Enter pleas or dispositions of cases after substantial plea negotiations to include entering a guilty or 'no contest' plea.
6. Attend hearings before the judge, filling out plea form determining if probation is necessary, and attend probationary meetings with the judge and prosecuting attorney.
7. Argue all appeals from trials to include research, abstracts, compilation of cases, interaction with the Supreme Court, and prepare trial briefs insuring all deadlines are fulfilled.
8. Attend police interrogations, prepare case load reports, and photograph crime scenes as part of investigations as necessary.
9. Ensure that all activities performed for the Public Defender's Office are conducted in a professional manner and in the best interest of the defendant and Washington County.

10. Ensure that all indigent criminal defendants and others being rejected receive proper representation during the judicial process and see that their rights are not violated in order to maintain the constitutional validity of convictions.
11. Ensure that all bond hearings, plea bargains, and other hearings are conducted according to the law and that the outcome is in the best interests of the defendants, the county, and the court system.
12. Ensure that all activities performed in the office are ethical and conform to law and the Arkansas Bar.
13. File reviews and case investigations.
14. Maintain confidentiality of all clients under the Model Rules of Professional conduct of the Arkansas Court Rules.
15. Comply with the continuing education requirements as set forth by the State of Arkansas.
16. Attend seminars and classes to meet legal education requirements in order to maintain active license.
17. Must be admitted to and remain in good standing with the state bar of Arkansas.

QUALIFICATION REQUIREMENTS:

to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

The incumbent must possess a Juris Doctorate Degree, have a license to practice law in Arkansas, and have extensive trial and appellant background in criminal law.

OTHER SKILLS and ABILITIES:

The incumbent must possess strong written and verbal communication skills and excellent interpersonal skills are necessary in the courtroom; must possess the ability to establish and maintain good rapport with individuals often under difficult circumstances. The incumbent should also possess computer skills, Case Base and Word Perfect skills, and have knowledge of general office machines such as calculator, Dictaphone, copier, fax, printer, etc.

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.

While performing the duties of this job, the employee is regularly required to stand, sit and walk; and to talk or hear. The employee must occasionally reach with hands and arms; stoop, kneel, or crouch.

Specific vision abilities required by t his job include the ability to adjust focus, close vision, and distance vision.

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.

The noise level in the typical work environment is moderate to moderate.