

Gooding County

Assistant Public Defender

Department: Public Defender's Office, Reports to: Chief Public Defender, FLSA Status: Exempt,
Date Established: 04/2019 Amounts: \$34.00 to \$38.00 per hour, Paygrade: _____

DUTIES AND RESPONSIBILITIES

Representation of persons which the Court has appointed the Public Defender's Office to represent on a determination of indigency, and which have been assigned to the Assistant Public Defender by the Chief Public Defender, in the following matters:

Persons charged with a felony offense as defined by statutes of the State of Idaho or other applicable law.

Persons charged with a misdemeanor offense as defined by statutes of the State of Idaho or other applicable law.

Persons formally petitioned to be with the purview of the Youth Rehabilitation Act, Idaho Code Title 16, Chapter 18, or the Juvenile Corrections Act, Idaho Code Title 20, Chapter 5.

Persons party to proceedings under the provisions of the Uniform Post-Conviction Procedure Act, Idaho Code Title 19, Chapter 49.

Persons who are the subject of hospitalization proceedings pursuant to Idaho Code 18-212 and 18-207; Title 66, Chapters 3 and 4; and Title 16, Chapter 24.

Persons subject to proceedings under Idaho Code Title 16, Chapters 16 and 20.

Persons subject to proceedings under the provisions of the Uniform Rendition of Accused Persons Act, Idaho Code Title 19, Chapter 45.

Persons for whom an attorney or guardian ad litem is appointed pursuant to Idaho Code Section 15-5-207(5) to the extent such appointments are lawfully at public expense.

Persons in contempt proceedings pursuant to Idaho Rule of Civil Procedure 75 and specifically appointed a COUNSEL pursuant to Rule 75(f)(2) or other similar provisions of law.

Direct staff in the preparation of pleadings, forms, orders, motions, legal memorandums and other paperwork.

Conduct legal research, draft legal memorandums, pleadings and other necessary paperwork.

Interact and communicate with opposing counsel, judges, office staff, other agencies, law enforcement offices, and co-workers in an efficient and professional manner.

Perform time management and scheduling functions, meet deadlines, and set project priorities;

Maintain strict confidentiality as require Rules of Professional Conduct, Court Rule and/or court order.

Meet the Standards for Defending Attorneys as established by the Idaho Defense Commission, comply with the Rules of Professional Conduct, and meet the licensing and training requirements of the Idaho State Bar

KNOWLEDGE, SKILLS AND ABILITY OF THE JOB

The requirements listed below are representative of the minimum knowledge, skill, and ability required to satisfactorily perform each essential duty required for this position.

Knowledge of:

Constitutional law, criminal law, criminal procedures, rules of evidence and standards for defending attorneys.

Legal, court, and judicial procedures, rules, terminology, methods, documents, practices, and objectives.

Applicable county, state, and federal laws, statutes, ordinances, and codes.

Legal research methods.

Negotiation techniques and methods.

English grammar, spelling, punctuation, and composition.

Skill and Ability to:

Analyze, appraise, and organize facts, evidence, and precedents in determining the various aspects, alternatives, and possible outcomes of cases.

Present material to opponents and develop an appropriate legal strategy.

Appear without assistance in court and other judicial proceedings and present evidence, arguments, testimony, and witnesses before a judge or jury.

Make significant legal decisions in individual cases based on a combination of factors including the law, policy, and rules of ethics.

Negotiate complex legal issues.

Bring interested and affected parties to consensus.

Communicate effectively, both orally and in writing, for purposes of advocating, persuading, negotiating, and counseling on behalf of the State.

ACCEPTABLE EXPERIENCE AND TRAINING

Graduation from an accredited college or university with a bachelor's degree.

Graduation from a law school accredited by the American Bar Association with a Juris Doctorate Degree.

Licensed to practice law in the State of Idaho.

Eligible for inclusion on the Idaho Public Defense Roster.

One (1) year experience in criminal law preferred.

PHYSICAL DEMANDS AND WORK ENVIROMENT

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

This position is frequently required to stand, sit, stoop, kneel, bend, use hands to type, handle materials, or manipulate tools, and reach with hands and arms. Incumbent must occasionally lift or move up to 25 pounds. Adequate vision required, including close vision, distance vision, and ability to adjust focus. Incumbent must have sufficient clarity of speech and hearing abilities to permit them to discern verbal instructions and communicate effectively in person and by telephone. This position works in the office and in the courtroom where the noise level in the work environment is usually moderate. This is an exempt employee, and is almost always required to work more than 35 hours per week, and is daily exposed to emotional and violent people who may create risk to personal safety.

EMPLOYMENT AT WILL

The position of Assistant Public Defender is an at-will position. Pursuant to Idaho Code Section 19-861 the Assistant Public Defender serves at the pleasure of the Chief Public Defender.

The position of Assistant Public Defender is contingent on funding. The salary for the position of Assistant Public Defender may be paid, in whole or in part, through Workload Compliance and/ or Formula Assistance grant funds. There is no guarantee of funding on a yearly basis, for the position of Assistant Public Defender, through Workload Compliance and/ or Formula Assistance grant funds.

DRUG FREE IDAHO WORK PLACE

Upon offer and acceptance of a position, applicants are subject to pre-employment drug and alcohol testing.

CRIMINAL HISTORY BACKGROUND CHECK

Upon offer and acceptance of a position, applicants are subject to and must pass a Criminal Background Check.