

	PUBLIC DEFENDER (CONTRACT)	
	PART-TIME	
	Created: 01/17/2018	DEPARTMENT: City Manager
	Updated: 03/03/2020	
	Salary: \$20,200 Not To Exceed	FLSA: Exempt

Title: PUBLIC DEFENDER

SUMMARY: Responsible for all of the statutory duties of a Public Defender as required in A.R.S. § 11-584 *et seq.* relevant to the representation, defense, advising, and legal counseling of persons who are not financially able to employ their own counsel in criminal and other proceedings. Directs and administers the activities of the Public Defender’s Office. This classification reports organizationally to the office of the City Manager. This classification is appointed, unclassified and exempt from the City of South Tucson Merit System Rules.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Develops and implements legal policies and direction for indigent defense services; Drafts suggested legislative and procedural rules, policies and procedures for the provision of indigent defense services, and submits to appropriate authorities for action or consideration; Works closely with the City Magistrate and City Prosecutor to maintain a viable criminal justice system;

Develops and implements office policies, structures and administrative procedures to meet statutory requirements in a time-/cost-effective manner;

Researches, prepares, and submits routine, recurring and special fiscal, administrative and other reports to the City Manager, the City of South Tucson City Council, and county, state, and federal agencies as may be required;

Represents eligible persons through the full cycle of legal representation, either personally or by delegation to qualified legal counsel and support staff;

Assures the maintenance of appropriate security and confidentiality of materials and information encountered or created in the course of assigned duties; Assures the appropriate creation, maintenance, dissemination, and disposition of manual and computer based records of case and office activities, as required by law, rule, regulation or technical standards of the courts, the county and other state/federal agencies;

Works requires availability during court hours; Monday-Friday. Hours may vary dependent on court calendar.

KNOWLEDGE & SKILLS:

Knowledge of:

- legal principles and practices to include civil, criminal, juvenile, constitutional, and administrative law and procedure;
- principles, methods, materials and practices of effective legal research;
- principles and practices of pleading civil and criminal cases and effective techniques for the presentation of cases in court;
- trial procedures, rules of evidence and court requirements;
- organization, function and structure of the city, county, state, and federal criminal justice and courts systems;
- applications of computer-based resources for legal and administrative purposes.

Skill in:

- conducting legal research, analyzing data, and determining proper courses of action;
- administering and managing the staff and activities of an organization;
- preparing for, presenting, and conducting client defenses and appeals;
- analyzing and applying legal principles;
- presenting oral and written statements of law, fact, and argument clearly and logically;
- preparing and presenting proper legal instruments;
- planning, directing and evaluating the work of staff;
- use of computer-based resources for research, analysis, creation, recording, and maintenance of records, correspondence and related materials.

DESIRED QUALIFICATIONS:

Graduation from an American Bar Association (ABA) accredited law school and current admission to the Arizona State Bar. The appointing authority may also require additional training, experience and/or education. Possession of a valid Class D Arizona driver license may be required at time of application or appointment. Minimum of one year criminal law experience desired.

OTHER REQUIREMENTS:

Licenses and Certificates: Current admission to the Arizona State Bar is required at the time of appointment and must be maintained as a condition of employment; failure to maintain this admission shall be grounds for termination.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

Bilingual (Spanish/English) highly preferred.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.