

VENTURA COUNTY, PUBLIC DEFENDER INVITES APPLICATIONS FOR:



**Public Defender Law Clerk
1060PDO-17AA (AL)**

An Equal Opportunity Employer

SALARY RANGE (approximate)

\$21.72 - \$30.36 Hour \$3,764.73 - \$5,263.07 Monthly \$45,176.70 - \$63,156.87 Annually

POSITION INFORMATION

Under the supervision and direction of an attorney, the incumbent will interview and assist clients who have been qualified for services of the Public Defender's office; help organize and maintain data bases to track clients, case status, and work product; develop and implement strategies to insure clients have available resources, which may include telephone inquiries and assist in daily spontaneous issues requiring immediate attention; arrange and process applications and petitions; assist attorneys with legal research and writing; interface with clients, courts, and jail personnel, various outside entities and attorneys.

The ideal candidate will possess excellent legal research experience and writing skills; the ability to communicate clearly and work independently and as a member of a team; possess the knowledge and computer skills necessary to assist with developing and maintaining a data base; and excellent organization skills and the desire to work in the criminal defense field assisting persons accused of crimes.

Law Clerks may be eligible to receive an educational incentive of either 2.5%, for an Associate's degree, a 3.5%, for a Bachelor's degree or 5% for a post graduate degree that is not required to work in the classification. Law Clerks may also be eligible for bilingual incentive pay depending upon operational need and certification skills.

The eligible list established from this recruitment may be used to fill current and future Regular (including Temporary and Fixed-term), Intermittent, and Extra Help vacancies within the Public Defender's Office. There is currently one (1) vacancy.

Examples Of Duties:

Duties may include, but are not limited to the following:

- Receives telephone inquiries from clients, both in and out of custody; assess client's needs, determines appropriate course of action and follows through;
- Assists in daily spontaneous issues requiring immediate attention, interface with court and jail personnel, and various outside agencies when necessary;
- Assists attorneys in responding to legal reforms by the Judicial Branch, Legislature, the Electorate, and the Federal government;
- Organizes and maintains office data bases to track and memorialize projects, clients, case status, and work product;

- Assists attorneys with various case related requests including law and motion practice and assistance with trial preparation;
- Assists the Writs and Appeals Unit with legal research and writing;
- Prepares and files legal pleadings, briefs, and other documents;
- Performs related duties as assigned.

The Law Clerk is represented by the Service Employees International Union Local 721 (SEIU) and is eligible for overtime compensation.

NOTE: This class is within a bargaining unit that is subject to an agency shop arrangement which mandates a Regular employee to either join Local 721 of the SEIU and pay dues as a member OR either pay a service fee to Local 721 or direct that an amount equivalent to the service fee be distributed to a qualified charitable organization.

TYPICAL QUALIFICATIONS

These are the entrance requirements to the examination process, possession of which assures neither continuance in the process nor placement on an eligible list.

EDUCATION, TRAINING, AND EXPERIENCE: An education and experience background which demonstrates possession of the required knowledge skills and abilities to perform the job. The required knowledge skills and abilities can also be obtained by completion of two years of law school.

NECESSARY SPECIAL REQUIREMENTS: Experience with legal research and writing. Must possess and maintain a valid California Driver License at and during the time of employment.

DESIRED

Experience interacting with and assisting low income persons, and experience in the criminal defense field is highly desirable and will be used as screening criteria. Working knowledge of Microsoft Office, especially Word and data software products.

Candidates for positions in this classification will be required to pass a background investigation in accordance with applicable law, regulation and/or policy.

RECRUITMENT PROCESS

FINAL FILING DATE: Applications and completed supplemental questionnaire must be received by County of Ventura Human Resources no later than 5:00 PM on Friday, May 26, 2017.

To apply on-line, please refer to web site at www.ventura.org/jobs. If you prefer to fill out a paper application form, please call (805) 654-5219 for application materials and submit your application to County of Ventura Human Resources, 800 South Victoria Avenue, L-1970, Ventura, CA 93009.

Applicants must provide sufficient information under the Education/Work experience portion of the application and supplemental questionnaire in order to determine eligibility. A resume may be attached to supplement your response in the above-referenced sections; however, it may not be submitted in lieu of the application.

SUPPLEMENTAL QUESTIONNAIRE – qualifying: All applicants are required to complete and submit the questionnaire for this examination AT THE TIME OF FILING. The

supplemental questionnaire will be used throughout the examination process to assist in determining each applicant's qualifications and acceptability for the position. Failure to complete and submit the questionnaire will result in the application being removed from consideration.

APPLICATION EVALUATION – Qualifying: All applications will be reviewed to determine whether or not the stated requirements are met. Those individuals meeting the stated requirements will be invited to continue through the screening and selection process. Application Review Complete: week of June 5, 2017.

NOTE: If there are a high number of qualified applicants, a comparative screening will be conducted to determine which of the applicants will be selected for invitation to the oral examination. Applications will be evaluated and ranked according to criteria that most closely meets the needs of the department, so it is essential that applicants provide as much detail as possible and answer all parts of the application and supplemental questions.

ORAL EXAMINATION: 100%: A job-related oral examination will be conducted to evaluate and compare participating candidates' knowledge, skills, and abilities in relation to those factors which job analysis has determined to be essential for successful performance of the job. Candidates must earn a score of seventy percent (70%) or higher to qualify for placement on the eligible list.

AN ORAL EXAMINATION is scheduled for the week of June 12, 2017 at the Hall of Justice. A verification email/letter will be sent confirming the test schedule and location details.

If there are three (3) or fewer qualified applicants, an oral examination will not be conducted. Instead, a score of seventy percent (70%) will be assigned to each application, and each applicant will be placed on the eligible list.

Candidates successfully completing the examination process may be placed on an eligible list for a period of one (1) year.

BACKGROUND INVESTIGATION: A thorough background investigation which may include inquiry into past employment, education, criminal background information and driving record may be required for this position.

For further information about this recruitment, please contact Aurora Lazaro, Ventura County Public Defender's Office, by e-mail at Aurora.Lazaro@ventura.org or by phone at (805) 654-2214.

Public Defender Law Clerk Supplemental Questionnaire

Please respond to the following questions. Your responses will give us additional information about your experience and background related to this position, and will be used in the selection process. Please be as concise and specific as possible; clarity of expression and ability to follow instructions will be considered in the evaluation process.

1. Please check the box (es) below that indicate educational degree(s) and certificates you have obtained, if any. NOTE: This is only if all coursework has been completed and the degree awarded; in-progress coursework is not to be listed.
 - None
 - Associate's Degree

- Bachelor's Degree
 - Master's Degree
 - Juris Doctorate Degree
2. Describe your education and list specific coursework relevant to this position.
3. Which option below best describes your full-time experience working in the field of criminal defense? NOTE: Full time is considered 40 hours per week; anything less than that must be prorated.
- None
 - Less than 1 year
 - 1 to less than 2 years
 - 2 to less than 3 years
 - 3 years or more
4. Describe in detail your experience listed in Question #3. Include your classification and the names of the entity/organization for each position (volunteer hours may be included).
5. Which option best describes your full-time experience interacting with, and/or assisting indigent or low income persons and/or groups. NOTE: Full time is considered 40 hours per week; anything less than that must be prorated.
- 0 to less than 1 year
 - 1 to less than 2 years
 - 2 to less than 3 years
 - 3 years or more
6. Describe in detail your experience listed in Question #5. Include your classification and the names of the entity/organization for each position (volunteer hours may be included).
7. Describe your experience interfacing with court personnel, jail personnel and other public agencies.
8. Describe in detail your legal research and writing experience and/or qualifications.

9. Of the options below please check your level of skill using Microsoft Office, especially Word and data software products.

- Basic
- Intermediate
- Proficient
- None

10. Please detail any other related information you wish to be considered in the application screening process.