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| |  |  |  | | --- | --- | --- | | http://agency.governmentjobs.com/images/AgencyImages/SBColorLogoJPG2.jpg | **COUNTY OF SANTA BARBARA**  **INVITES APPLICATIONS FOR THE POSITION OF:**  **Deputy Public Defender I**  Job Bulletin# 17-2300-01  *An Equal Opportunity Employer* |  | |
| |  | | --- | | **SALARY:** $35.63 - $43.49 Hourly    $74,355.74 - $90,775.11 Annually  Plus additional cash allowance $6149.26; bilingual allowance may be applicable |   **OPENING DATE:** 10/04/17 **CLOSING DATE:** 10/12/17  **The Public Defender’s Office** is accepting applications to establish **one** list that will be used to fill vacancies at all locations (separate lists for different locations will **not** be established).  Therefore, applicants must check "All Locations" on the application and be willing to accept assignment at any location.  **THE POSITION:** Under direction, interviews, advises, and represents clients in authorized criminal and civil cases; structures and directs investigations; prepares trials, pleadings, and motions; tries cases before court and jury; effectively presents sentencing and disposition positions on behalf of clients; and performs related duties as required and appropriate.  **EXAMPLES OF DUTIES**   1. Interviews clients regarding prospective criminal or civil actions and advises them of their rights and legal options; structures and directs investigations; reviews evidence; interviews witnesses and prepares them to testify. 2. Conducts legal research; analyzes statutes, case law, evidence, and other relevant information in order to develop case strategies. 3. Prepares for trials; negotiates with prosecuting authorities on disposition and modification of cases; appears with and for defendants in court hearings, making appropriate legal motions, pleas, and arguments on points of law; participates in jury selection; makes final arguments and summations in defense of the accused in trial courts. 4. Prepares petitions, briefs, arguments, motions, pleadings, other legal instruments, reports, and correspondence, and argues in the appropriate forum.   **EMPLOYMENT STANDARDS:** Active membership in the State Bar of California **and,**   1. Completion of the core courses required for a law degree; or, 2. a combination of training, education, and experience that is equivalent to the employment standard and that provides the required knowledge, abilities, and license.   **Additional Requirements:** Possession of a valid California Class C Driver's License at the time of appointment.  **Knowledge of:** the principles of criminal and civil law and their application; legal research methods; the organization, powers, and limitations of county governmental functions; California civil and criminal codes; the U.S. and California Constitutions; rules of evidence, trial procedures; administrative law; ethical and professional rules of conduct; negotiating techniques.  **Ability to:** perform legal research; analyze and apply legal principles and precedents, facts, and evidence to legal problems; present statements of law, facts, and arguments clearly, logically, and effectively, in both written and oral format; work cooperatively with and represent persons from a wide variety of socioeconomic backgrounds; maintain confidentiality and objectivity; work effectively with others, often under stressful conditions; manage a caseload; interview witnesses; negotiate settlements; present and conduct trials; understand and apply policies and practices.  **Desirable Qualifications**:  The ability to converse fluently in English and Spanish is desirable.  **Note**:  If you indicated on your application that you are bilingual, Human Resources will place you on the employment list for a job requiring bilingual skills. Hiring departments may test you on your fluency.  **SELECTION PROCESS:**   1. **Review applications** and supplemental questionnaires to determine those applicants who meet the employment standards. 2. **Supplemental Questionnaire Ranking.**  Responses to the required supplemental questionnaire will be evaluated and scored.  Candidates' final score and rank on the eligibility list will be determined by their responses to the supplemental questionnaire.   Candidates must receive a percentage score of at least 70 on the Supplemental Questionnaire examination to be placed on an employment list.  An adjustment may be made to raw scores based on factors listed in Civil Service Rule VI.  Those candidates who are successful in the selection process will have their names placed on the employment list for a minimum of three months.  At the time the employment list is established, all candidates will receive an email notice of their score on the exam(s), rank on the employment list, and exact duration of the employment list.  Human Resources will notify you by mail if your name is removed.   **REASONABLE ACCOMMODATIONS:** The County of Santa Barbara is committed to providing reasonable accommodations to applicants. Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process should contact the recruiter listed on the job posting. We require verification of the needed accommodation from a professional source, such as a doctor, or learning institution.  **VETERANS PREFERENCE POINTS:** Veteran's preference credit is applicable for this recruitment (5 points for veterans, 10 points for disabled veterans). To be eligible for this credit, you must apply for this position within five years from your most recent date of:  (1) honorable discharge from active military service; or, (2) discharge from a military or veterans' hospital where treatment and confinement were for a disability incurred during active military service; or, (3) completion of education or training funded by a Federal Educational Assistance Act.  No time limit exists for veterans with 30% or more disability.  To receive veteran's preference points, you must:  (1) check the Veteran's Preference Points box on the employment application form, (2) submit a copy of your Form DD214 to the Human Resources Department on or before the test date, and (3) pass all phases of the examination process.  The preference points will be added to your final score.  **MINIMUM BACKGROUND CHECK**:  Employment in this class requires successful completion of a criminal background investigation.  **PROBATION PERIOD AND POST OFFER MEDICAL** Prior to appointment, the appointee must pass a post-offer medical evaluation or examination and submit written documentation of his/her legal right to work in the United States.  The appointee must satisfactorily complete a probationary period.  **BENEFITS** The County of Santa Barbara offers generous benefits, please visit our website at: http://cosb.countyofsb.org/hr/CompSumm.aspx?id=11024  **Recruiters will communicate with applicants by email**during each step in the recruitment process. Applicants are reminded to check spam filters continuously during the Recruitment & Selection Process steps listed above to ensure they do not miss required deadlines.  The County of Santa Barbara respects and values a diverse workforce and strongly promotes strategies and activities to recruit, develop and retain qualified persons of varied backgrounds, lifestyles, experiences and races.  **APPLICATION AND SUPPLEMENTAL QUESTIONNAIRE DEADLINE: 10/12/17; 5:00 pm.** postmarks are not accepted.  Applications and job bulletins can be obtained 24 hours a day at www.sbcountyjobs.com.  In Santa Barbara, applications and job bulletins may be obtained at the Human Resources Department, 1226 Anacapa Street, from 8:00 a.m. to 5:00 p.m.  In Santa Maria, applications and job bulletins can be obtained on-line only at the Workforce Resource Center located at 1410 S. Broadway, from 8:00 a.m. to 5:00 p.m.  Debbie Beach, Senior HR Recruiter |

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| **Deputy Public Defender I Supplemental Questionnaire** | | |
| \* | | 1. | I acknowledge that it is my responsibility as an applicant to provide sufficient information on my application to demonstrate that my education and experience meets the employment standards (minimum qualifications) for this position as detailed in the job bulletin. I further acknowledge that if the County determines that I do not meet the employment standards there will be no opportunity for me to provide additional information regarding my application after the closing date listed on the job bulletin. Therefore, I understand that before submitting a job application, it is important that I review the job bulletin thoroughly and ensure that my application clearly reflects how my education and experience meets the employment standards at the time I submit my application. |
|  | | | Checkbox I understand. |
| \* | | 2. | As part of the application process, a completed supplemental questionnaire must be submitted along with the standard application form. Resumes will be accepted, but NOT in lieu of a completed application and supplemental questionnaire. |
|  | | | Checkbox I understand |
| \* | | 3. | This position requires that you are willing to work at All Locations and you are agreeing to these terms, regardless of your selection on your application. All candidates hired, can be placed at any location and transferred to another location during your employment with Santa Barbara County. |
|  | | | Checkbox I understand and agree with the terms Checkbox I'm not willing to agree to terms |
| \* | | 4. | This position requires at the time of application, that you have an Active membership in the State Bar of California. Please select which one best describes your current status. |
|  | | | Checkbox I'm schedule to take California State Bar exam. Checkbox I have taken the State Bar exam and I am awaiting my test results. Checkbox I am awaiting my bar license. Checkbox I'm an active member of the State Bar of California Checkbox I'm an active member Out-of-State. Checkbox I am not a member of the State Bar of California |
| \* | | 5. | If you have an Active member of the California State Bar, please provide date it was issued and license number. Hiring Department may request copy at the time of interview and verified. |
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| \* | | 6. | This position also requires at the time of application that you have completion of core courses required for a law degree. Please select which best describes your law degree. |
|  | | | Checkbox Completion of a Law Degree Checkbox Taken core course required for a law degree Checkbox Have not taken all core courses required for a law degree Checkbox None of the above |
| \* | | 7. | If you have a law degree or have completed the core course required for a law degree. Please list degree obtained and level of degree acquired, you may include unofficial transcripts, or list all core coursework below. |
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| \* | | 8. | The supplemental questionnaire will be used as a scored examination. This will determine your ranking on the employment list for this job. Formal protests of supplemental questionnaire content must be filed in writing with the Human Resources Department within three (3) working days after the recruitment closing date, and are limited to the following: that the knowledge, skills, or abilities tested are not required for the job; and/or there are substantial errors in the questions. Formal protests of supplemental questionnaire exam procedures must be filed in writing with the Human Resources Department during the first five (5) working days immediately following the date notices of exam results were sent to candidates. Procedural protests are limited to the following: that irregularity (noncompliance with Civil Services Rules, applicable laws, etc.), bias, or fraud occurred in some aspect of the examination procedure. |
|  | | | Checkbox I Understand |
| \* | | 9. | Your responses to the following questions will be scored. We ask that when answering the following questions that you are honest and truthful. Misrepresentation or falsification of information on an application or on the supplemental is grounds for disqualification and/or termination of employment. The County reserves the right to investigate the accuracy of any information submitted. YesYes    NoNo |
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| \* | | 10. | Did you graduate from a law school accredited by the AALS or ABA? |
|  | | | Checkbox Yes Checkbox No Checkbox In process of graduating by the AALS or ABA |
| \* | | 11. | Please select from the following statements listed below. **Please Note**: If you are currently or in the past have been practiced as a Public Defender, only select that option. If you have not practice as a Public Defender, select which ones you have done. |
|  | | | Checkbox Currently practicing or have practiced as a Public Defender Checkbox Certified Law Student in a Public Defender's office. Checkbox Intern in a Public Defender's office. Checkbox Law Clerk in a Public Defender's office. Checkbox I have no experience in a Public Defender's office. |
| \* | | 12. | Select the one choice that most accurately reflects any experience you possess filing criminal law and motions on behalf of clients. Select the choice that best indicates your role and responsibility for representing the client. |
|  | | | Checkbox Attorney of Record responsible for filing 10 or more motions Checkbox Intern, Law Clerk, Certified Student responsible for filing 10 or more motions Checkbox Attorney of Record responsible for filling 7 or more, but fewer than 10 motions Checkbox Intern, Law Clerk, Certified Student responsible for filling 7 or more, but fewer than 10 motions Checkbox Attorney of Record responsible for filling 5 or more but fewer than 7 motions Checkbox Intern, Law Clerk, Certified Student responsible for filling 5 or more but fewer than 7 motions Checkbox Attorney of Record responsible for filling 3 or more but less than 5 motions Checkbox Intern, Law Clerk, Certified Student responsible for filling 3 or more but less than 5 motions Checkbox Attorney of Record responsible for filling 1 or more but less than 3 motions Checkbox Intern, Law Clerk, Certified Student responsible for filling 1 or more but less than 3 motions Checkbox None of the above |
| \* | | 13. | Select one choice that most accurately reflects your experiences working with people of diverse cultures and economic backgrounds. |
|  | | | Checkbox Non-English speaking persons Checkbox Persons born and raised in foreign countries Checkbox Persons with ethnic backgrounds different from your own Checkbox Persons with linguistic difficulties (e.g. sign language) etc. Checkbox Persons with mental disabilities requiring special attention Checkbox None of the above |
|  | | 14. | Based on your selection above, please describe your experience. |
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| \* Required Question | | | |