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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 III**  Job Bulletin# 17-2302-01  *An Equal Opportunity Employer* |  | |
| |  | | --- | | **SALARY:**  $95,414.78 - $116,482.17 annually  Plus additional cash allowance $6149.26 annually |   **OPENING DATE:** 10/04/17 **CLOSING DATE:** 10/12/17  The **Public Defender's Office** is accepting applications to fill vacancies in **All Locations**. We are 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.  Incumbents are able to represent clients in all but the most complex and serious matters. Incumbents will develop greater skill in trial and law and motion work. Typical duties may include assignment to: serious misdemeanor trials, major felony trials, juvenile court cases, or civil trials.  **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. Two years of progressively responsible experience as an attorney in the practice of public law or four years as a general practicing attorney; or, 2. one year of experience performing duties equivalent to the class of Deputy Public Defender II with Santa Barbara County; or, 3. a combination of training, education, and experience that is equivalent to one of the employment standards listed above 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.  **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.  **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 III 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. | The Human Resources Department communicates with All Applicants through e-mail. Please make sure your email address is entered correctly and it is current. If you feel you are not receiving your emails, please check your spam or junk inbox for our emails. |
|  | | | Checkbox I understand |
| \* | | 4. | 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 am not willing to agree with terms |
| \* | | 5. | All applicants must meet one of the requirements (minimum qualifications) listed below at the time you apply. It is the applicant's responsibility to provide all supporting information on their application and not on your resume. EMPLOYMENT STANDARDS: Active membership in the State Bar of California; **AND**,  1. Two years of progressively responsible experience as an attorney in the practice of public law or four years as a general practicing attorney; or,  2. one year of experience performing duties equivalent to the class of Deputy Public Defender II with Santa Barbara County; or,  3. a combination of training, education, and experience that is equivalent to one of the employment standards listed above and that provides the required knowledge, abilities, and license. I understand that I need to answer question 6 and 7 to show how I meet the employment standards. |
|  | | | Checkbox I understand |
| \* | | 6. | Which statement do you qualify under? You are required to put your Bar License Number and expiration date on your application under Licenses. |
|  | | | Checkbox I have an active membership in the State Bar of California Checkbox I have an active membership (not in the State of California) Checkbox I do not have an active membership |
| \* | | 7. | Please select which one best describes your experience. |
|  | | | Checkbox I have two years of progressively responsible experience as an attorney in the practice of public law Checkbox I have less than two years of progressively responsible experience as an attorney in the practice of public law Checkbox I have four years as a general practicing attorney Checkbox I have less than four years as a general practicing attorney Checkbox I have one year of experience performing duties equivalent to the class of Deputy Public Defender II with Santa Barbara County Checkbox I have two years of a combination of training, education, and experience that is equivalent to one of the employment standards listed above and that provides the required knowledge, abilities, and license in attorney in the practice of public law. Checkbox I have four years of a combination of training, education, and experience that is equivalent to one of the employment standards listed above and that provides the required knowledge, abilities, and license as a general practicing attorney. Checkbox None of the above |
| \* | | 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. |
|  | | | Checkbox I understand. |
| \* | | 10. | If you have completed any specialized training, such as that offered by CPDA, CACJ, et al? Examples include, Felony Sentencing Seminars, Mastering Voir Dire, et al. Please select the number of specialized training you have completed. |
|  | | | Checkbox Four or more Checkbox Two or three Checkbox One Checkbox None |
| \* | | 11. | Based on the number of specialized training, please list what those are. |
|  | | | |
| \* | | 12. | Please check the box that most accurately reflects your position working in a **Public Defender's law office**. |
|  | | | Checkbox Practicing Public Defender or Appointed Conflict Counsel for more than 8 years Checkbox Practicing Public Defender or Appointed Conflict Counsel for more than 6 to 7 years Checkbox Practicing Public Defender or Appointed Conflict Counsel for more than 5 years Checkbox Practicing Public Defender or Appointed Conflict Counsel for more than 3 to 4 years Checkbox Practicing Public Defender or Appointed Conflict Counsel for more than 1 to 2 years Checkbox No prior Public Defender or Appointed Conflict Counsel experience |
| \* | | 13. | Please check the box that most accurately reflects your experience with criminal law and motions **you have filed** on behalf of your clients. Proper motions to consider are 1538.5, 995, Motions in Limine, et al. Do not include any 1050 or boiler plate motions. |
|  | | | Checkbox Attorney of Record filed 50 or more motions Checkbox Attorney of Record filed 40 + motions < than 50 Checkbox Attorney of Record filed 30 + motions < than 40 Checkbox Attorney of Record filed 20 + motions < than 30 Checkbox Attorney of Record filed 10 + motions < than 20 Checkbox No Prior Motions |
| \* | | 14. | How many criminal jury trials have you completed as attorney of record? |
|  | | | Checkbox 10 or more criminal jury trials Checkbox 7 or more criminal jury trials but less than 10 Checkbox 5 or more criminal jury trials but less than 7 Checkbox 3 or more criminal jury trials but less than 5 Checkbox 2 or more criminal jury trials but less than 3 Checkbox 1 criminal jury trial Checkbox None |
| \* | | 15. | During your legal career, have you ever been responsible for mentoring or training less experienced attorneys? |
|  | | | Checkbox Yes Checkbox No |
| \* | | 16. | Please check one, that most accurately reflects any experience you have working with people of diverse cultural and economic backgrounds and where you acquired the experience that would aid you in performing the duties of Deputy Public Defender. |
|  | | | 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 linguistics difficulty (e.g. sign language) etc. Checkbox Persons with mental disabilities requiring special attention Checkbox None of the above |
| \* | | 17. | Based on your selection above, please provide a brief description of your experience. |
|  | | | |
| \* Required Question | | | |