**THE COUNTY OF SHASTA**

[**http://agency.governmentjobs.com/shasta/default.cfm**](http://agency.governmentjobs.com/shasta/default.cfm)

 **INVITES APPLICATIONS FOR**

**DEPUTY PUBLIC DEFENDER I/II/III**

**DEPUTY PUBLIC DEFENDER I: $5,650 - $7,212 APPROXIMATE MONTHLY\* /**

**$32.60 - $41.61 APPROXIMATE HOURLY\***

**DEPUTY PUBLIC DEFENDER II: $6,109 - $7,798 APPROXIMATE MONTHLY\* /**

**$35.24 - $44.99 APPROXIMATE HOURLY\***

**DEPUTY PUBLIC DEFENDER III: $7,212 - $9,205 APPROXIMATE MONTHLY\* /**

**$41.61 - $53.11 APPROXIMATE HOURLY\***

**\*Please refer to the appropriate Bargaining**

**Unit Memorandum of Understanding for potential future salary increases\***

Please visit <http://www.co.shasta.ca.us/index/support_index/personnel/MOUs.aspx>

**THE CURRENT VACANCY IS IN THE PUBLIC DEFENDER’S OFFICE**

**ORAL EXAM IS TENTATIVELY SCHEDULED FOR OCTOBER 2018**

**SEE “SPECIAL REQUIREMENT” SECTION REGARDING ACTIVE**

**MEMBERSHIP IN THE STATE BAR OF CALIFORNIA AND POSSESSION**

**OF AN APPROPRIATE CALIFORNIA DRIVER’S LICENSE**

**RESPONSES TO SUPPLEMENTAL QUESTIONS REQUIRED**

**SKILLS OR EXPERIENCES LISTED UNDER THE IDEAL CANDIDATE**

**STATEMENT MAY ALSO BE USED TO SCREEN APPLICATIONS**

**FINAL FILING DATE: OCTOBER 3, 2018 AT 5:00 PM**

**ABOUT THE POSITION**

Shasta County’s Public Defender Office is seeking qualified applicants for the position of Deputy Public Defender I/II/III, which are under direction to assist the Public Defender in the defense of criminal cases; and to perform related work as required. This position may be filled at either the I, II or III level depending upon qualifications.

**DISTINGUISHING CHARACTERISTICS**

**Deputy Public Defender I:**This is the entry and trainee level in the alternately staffed Deputy Public Defender class series. Although duties may be common to the next higher class of Deputy Public Defender II, incumbents are typically assigned a variety of less complex cases and function within more clearly defined guidelines.

**Deputy Public Defender II:**This is the journey level in the alternately staffed Deputy Public Defender class series, and incumbents are expected to exercise a high degree of independent judgment in handling assigned cases. Positions in this class are distinguished from positions in the next higher class of Deputy Public Defender III in that the latter are assigned the most complex and sensitive cases.

**Deputy Public Defender III:**Incumbents at this level in the alternately staffed Deputy Public Defender class series perform specialized legal work in criminal matters, which are more varied, complex, and sensitive in nature.

**EXAMPLES OF DUTIES**

**Deputy Public Defender I:**Defends misdemeanor cases; conducts defense in both court and jury trials; prepares briefs and legal opinions; conducts legal research; prepares correspondence and reports.

**Deputy Public Defender II:**Defends misdemeanor, juvenile cases, and less serious felony cases; conducts defense in both court and jury trials; prepares briefs and legal opinions; conducts legal research; prepares correspondence and reports.

**Deputy Public Defender III:**Defends all types of cases including the most serious and sensitive cases; conducts defense in both court and jury trials in all courts including juvenile court; prepares briefs and legal opinions; conducts legal research; prepares correspondence and reports; and may supervise, train, and evaluate a small staff.

**QUALIFICATIONS**

**Any combination of education and experience sufficient to directly demonstrate possession and application of the following:**

**Deputy Public Defender I/II:**

**Knowledge of:**Legal principles and practices with special emphasis on the rules of evidence and the Penal Code of the State of California.

**Ability to:**Perform legal research; investigate and defend assigned cases; analyze and apply legal principles, facts and precedents to legal problems; present laws, facts and arguments clearly and logically in written and oral form; establish and maintain cooperative working relationships with those contacted in the course of work.

**DPD II: These employment standards are typically attained with one year of experience comparable to that of a Deputy Public Defender I with Shasta County or two years of experience as a practicing attorney.**

**Deputy Public Defender III:**

**Knowledge of:** Legal principles and practices; principles of criminal law and its application; trial and hearing procedures; rules of evidence; legal research methods.

**Ability to:** Successfully defend criminal cases; perform legal research; analyze and apply legal principles, facts, evidence, and precedents to complex legal problems; present law, facts, evidence and arguments clearly and logically in written and oral form, effectively represent the Public Defender’s Office in legal proceedings and hearings; and establish and maintain cooperative working relationships with those contacted in the course of work.

**DPD III: These employment standards are typically attained with two years of experience comparable to that of a Deputy Public Defender II, or three years of experience as a practicing attorney including at least one year in the practice of criminal law.**

**IDEAL CANDIDATE**

The ideal candidate for the Deputy Public Defender II/III position is a person with substantial misdemeanor and felony law experience and any combination of education or experience sufficient to directly demonstrate a working knowledge of the legal principles and practices of fair representation for indigent persons accused of crimes.

**SPECIAL REQUIREMENTS**

* Active membership in the California State Bar
* Possession of an appropriate California driver license may be required

**SUPPLEMENTAL QUESTIONS**

Responses to the following must be submitted with a completed application. These questions are designed to assist you in presenting your qualifications for this position. Your answers to these questions and your employment application will be thoroughly evaluated in order to determine the most qualified applicants to be invited to an oral interview. It is expected that you will be as complete and specific as possible. Responses to supplemental questions may be attached as a separate document to the application, with total responses not to exceed two pages in length.

1. Please identify any specific training in criminal law and trial skills you have received.
2. What makes you qualified for the Deputy Public Defender position?
3. State the total number of criminal jury trials you have conducted, if any, and give a brief description of one or two of your more difficult trials.
4. Please provide a recent writing sample that demonstrates your writing skills and analytical ability pertaining to a legal case or issue.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

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

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand, walk, reach with hands and arms, and stoop, kneel, or crouch.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**OTHER CONSIDERATIONS**

* All new employees are required to have their paycheck directly deposited to a bank account.
* Some positions may require a valid California driver's license and acceptable driving record according to County policy.
* Reasonable accommodations may be made for those persons who are disabled under the Americans with Disabilities Act to perform the essential functions of the position.
* As part of the selection process, all individuals provided with a preliminary offer of employment with Shasta County will be subject to a background investigation, including a criminal history check (primarily completed through the taking of fingerprints).    An image of your fingerprints will be captured and sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI).  The resulting report of your conviction history, (if any), will be evaluated along with the other information received in connection with your application. Except as otherwise required by law, a criminal conviction will not necessarily disqualify you from the position.  The nature of the offense, the date of the offense, the surrounding circumstances, and the relevance of the offense to the position applied for may, however, be considered.
* Based on the results of the background investigation and criminal history check, applicants may then be provided with an offer of employment conditioned on the results of a medical examination, which includes drug/alcohol testing.
* Shasta County participates in E-Verify. For more information click [here](https://www.co.shasta.ca.us/docs/libraries/support-services-docs/new-hire-paperwork/osc_right_to_work_poster-pd.pdf). If you do not have internet access, contact Personnel at (530) 225-5515 to request a flier.
* In accordance with Government Code Section 3100, County employees, in the event of a disaster are considered disaster workers and may be asked to respond accordingly.
* Positions in this classification are covered by a collective bargaining agreement between the County and the United Public Employees of California (UPEC) – Professional Unit.
* Employees in this classification are covered under the CalPERS retirement program. Depending on the provisions of the California Public Employees’ Pension Reform Act (PEPRA) and other applicable laws, an employee in this classification will be covered under one of the following CalPERS retirement formulas: (1) 2% at 55, (2) 2% at 60, or (3) 2% at 62.   An employee in this classification will also contribute up to 7.25% of his/her pay to this plan, or will contribute such other amount to the plan as authorized by PEPRA and other applicable laws. Please visit our employees benefit page at [**Employee Benefits**](http://www.co.shasta.ca.us/index/support_index/personnel/benefits.aspx)for additional information regarding benefits and CalPERS coverage information.  The provisions in this flyer and on the County’s website are for information purposes only.  To the extent the provisions of the flyer or the County’s website are inconsistent with PEPRA and other applicable laws, PEPRA and other applicable laws shall govern.

**APPLICATION & SELECTION PROCEDURES**

**Shasta County Personnel will accept applications and responses to the supplemental questions until 5:00 p.m., on October 3, 2018.** A Resume and/or Cover Letter will be accepted in addition to the application form but will not serve as a substitute for a completed application. ***It is not acceptable to complete the application with statements such as, “Refer to Resume and/or Cover Letter,” or “See Attached Resume and/or Cover Letter” the employment application must be completed in its entirety prior to submission. Incomplete applications will not be processed.*** Closing date postmarks or faxes will **NOT** be accepted. This recruitment will establish a list that may or may not be used by other departments. Prior applicants must reapply to be considered.

**Applicants will be screened and those considered best qualified will be invited to appear for an oral and/or written examination. Meeting the announced requirements does not guarantee inclusion into the selection process. Depending upon the number of applications received, the selection process may consist of additional application screening, written and/or practical exam(s), oral interview, or any combination thereof.**

***Veterans' Credit:*** Veterans (as defined by California Government Code section 18973) who have been discharged from military service under conditions other than dishonorable and who receive a passing score on all components of the employment examinations (up to and including oral examinations) shall receive credit for an additional five points to be added to their final examination score. To be considered for this credit, a veteran **MUST** provide a copy of his or her discharge document (DD-214 or equivalent) and information as to the type of discharge (honorable, dishonorable, etc.) **WITH THE EMPLOYMENT APPLICATION ON OR BEFORE THE FINAL FILING DATE.**

**Applicants are encouraged to apply on-line at** [**apply online**](http://agency.governmentjobs.com/shasta/default.cfm) **or submit an application to the Shasta County Personnel Office.**

Arrangements may be made to accommodate applicants with disabilities. Requests for accommodations may be made to the Shasta County Personnel Office by the filing deadline posted on this bulletin. Shasta County does not discriminate on the basis of disability. If you feel you are being denied service based on a disability, our ADA Coordinator may be reached at (530) 225-5515; relay service (800) 735-2922; fax (530) 225-5345.

**SHASTA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

Shasta County Personnel

1450 Court Street, Suite 348; Redding, CA 96001; (530) 225-5515

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