



DOUGLAS COUNTY
Administration & Human Resources
STATE OF WASHINGTON

Position: Office of Public Defense - Administrator
Reports To: Board of Commissioners or Designee
Affiliate: Excluded from Bargaining Unit
Department: Public Defense
FLSA: Exempt
Salary Range: \$9633 to \$12,142 per month

OVERVIEW

Directs all legal and administrative functions of the Public Defender's Office serving indigent clients. Accountable for the efficient and effective performance of the Department and the preparation of timely and professional service/advice, analyses and reports as a basis for planning, funding and implementation of policy. This position reports to the Douglas County Board of Commissioners or designee.

ESSENTIAL JOB FUNCTIONS

- Plans, organizes coordinates and directs the operations of the Office of Public Defense, in accordance with State and local laws, rules, regulations and standards, including, management of contracts for indigent defense services, operations related to indigency screening and pre-trial services.
- Represents the interests of indigent defendant clients at legal proceeding including, but not limited to, first appearances, arraignments, pre-trial motions, guilty pleas, sentencings, trial and post-trial matters, including restitution hearings probation violations, sentence reviews, filing of notices of appeal.
- Instigates or responds to plea bargaining negotiations on behalf of defendants and represents defendants' interest in negotiations.
- Conducts legal research, timely files appropriate suppression motions and briefing/memorandum supporting challenges to evidence or the case.
- Coordinates case investigations as needed for trial preparation, arranges for tests of physical evidence and testimony of expert witnesses. Interviews witnesses, issues witness subpoenas for trial or motion hearings, coordinates and conducts all aspects of trial for the defense, including jury selection, motions in limine, opening statement and closing argument, direct and cross examination of witnesses, introduction of evidence and exhibits, preparation of jury instructions, and making argument on points of law to the court.
- Handles a partial caseload of felonies.
- Directs, supervises, evaluates and assists the work of subordinates; provides assistance, training, guidance and performance appraisal to employees; selects, hires, promotes and disciplines employees as necessary.
- Coordinates activities and departmental operations with other state and county departments and agencies such as the State Office of Public Defense, the Executive's Office, Budget and Finance, Information Services, the Prosecutor's Office, the courts, the Bar and law enforcement agencies, and proposes improvement in efficiencies and quality of service.
- Drafts, negotiates, processes and administers all contracts for indigent criminal defense, civil commitment proceedings, therapeutic courts, contempt proceedings and other indigent representation, as required; performs direct representation of indigent defendants, as needed.
- Prepares submits and defends annual departmental budget; prepare and/or supervises the preparation of departments program plans, policies, goals and objectives, and funding requests; administers the approved departmental budget, monitors expenses, prepares requests for



supplemental and emergency appropriations and otherwise is responsible for all fiscal matters of the Office of Public Defense.

- Develops policies, procedures and regulations for the delivery of indigent defense services, including the development and implementation of procedures for contract attorney selection, pursuant to State and Local public defense standards and, ethical obligations.
- Makes application for and manages Office of Public Defense grant funds and expenditures.
- Develop and implement procedures to monitor the delivery of services and compliance with policies and procedures by contract criminal defense counsel, and makes recommendations for more efficient operations.
- Oversees the development of policies and procedures for pre-trial release information to superior courts with the approval of the presiding judges of those courts.
- Upon delegation by the courts, develops policies and procedures for determinations of indigency in conformity with Chapter 10.101 RCW and subject to the approval of the presiding judges.
- Undertakes such other administrative or legal duties as may be assigned by the County Administrator.

KNOWLEDGE, SKILLS, AND ABILITY REQUIREMENTS

- Knowledge and understanding of state court judicial system, pertinent Federal, State, and local laws, codes, regulations, and policies.
- Inter-relationship among criminal justice agencies in Washington State.
- Practice of felony criminal law in Washington.
- State and County indigent defense standards, ordinances, statutes and court decisions related to criminal prosecution and indigent defense.
- Establish and maintain effective and positive work relationships with groups of individuals both within the County and in the criminal justice system.
- Analyze, plan, coordinate and develop policies and procedures in cooperation with appropriate individuals and agencies.
- Analyze and develop cost effective improvements in criminal justice system.
- Develop short and long range goals, objectives, plans and budget.
- Maintain a professional and courteous demeanor in court and in dealings with courts and attorneys.
- Provide administrative and professional leadership and direction for the indigent defense system.
- Establish and maintain effective working relationships with the courts, attorneys, subordinate employees, incarcerated individuals and the general public.
- Communicate effectively, both orally and in writing.
- Maintain required records and prepare clear, concise written reports.
- Handle legal matters on behalf of indigent clients in a professional, efficient and courteous manner.
- Identify and handle legal conflicts.
- Gather, analyze, evaluate and synthesize a variety of data including financial information.
- Make decisions under pressure.

SUPERVISORY RESPONSIBILITY

The employee exercises independent judgment and discretion in performing the duties of Director for the Office of Public Defense. Work is reviewed through status reports and meetings with the County



Administrator or designee. This position has supervisory authority in accordance with the Douglas County Personnel Policy.

PHYSICAL REQUIREMENTS / WORKING CONDITIONS

- Works in an office, meeting room, courtroom, or jail setting. Appears in a variety of courts on a daily basis; interviews clients in jail and hospital settings; investigates crime scenes; and interviews witnesses at a variety of locations, including private residences.
- Sits or stands for long periods of time. May occasionally lift and carry items weighing up to 30 pounds. Moves throughout the facilities and periodically drives motor vehicle to perform duties at other sites or travel out of the County.
- Attends meetings or performs duties outside of normal office hours; may work extended hours during trials.
- Maintains a high caseload, which can be emotionally and psychologically draining due to the nature of the crimes involved. May deal with potentially violent and/ or verbally abusive clients. Possibility of exposure to hostile and offensive language and/ or physical harm from clients.
- Uses appropriate safety equipment and follows established safety policies, practices and procedures.

LICENSES, CERTIFICATES AND OTHER RECRUITING REQUIREMENTS

Must be licensed to practice law in State of Washington and must remain a member in good standing of the WSBA while holding position of Director; and five (5) years experience in felony criminal litigation. Must pass job related tests.

CLOSING STATEMENT

This job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the employer and requirements of the job change.

Applicant:

Human Resources:

_____	_____	_____	_____
Name	Date	Name	Date

Application and Resume must be submitted online at: [Douglas County Employment Opportunities](#)

This description reflects management's assignment to reflect general details necessary to describe principal functions of this job, the level of knowledge and skills typically required and the scope of responsibility, but should not be considered all-inclusive. Individuals may perform other duties as assigned, including work in other functional areas, to cover absences or relief, to equalize peak work periods or to balance workloads. Management reserves the sole right to add, modify or exclude any duties at any time with or without notice. Nothing in this job description, nor by completion of any job requirements by the employee, is intended to create a contract of employment. Douglas County is proud to be an equal opportunity employer. Our objective is to provide equal opportunity in all terms, conditions and privileges of employment for qualified applicants and employees and prohibits discrimination and harassment of any type without regard to race, color, religion, sex (including pregnancy, gender identity/expression, and sexual orientation), national origin, age (40 or older), disability or genetic information, or status as a protected veteran status or any other characteristic protected by Federal, State, or local laws. Accommodations for individuals with disabilities are provided upon request.