



## DEPUTY PUBLIC DEFENDER I OFFICE OF PUBLIC DEFENSE Posting #23-03

### MASON COUNTY EMPLOYMENT OPPORTUNITY

**Internal posting with IAM/IWA-Office if Public Defense bargaining unit is concurrent with posting for the public. Therefore, if a qualified candidate from within the bargaining unit applies, that person could be selected for the position.**

**Open: January 5, 2023**

**Review Date: January 26, 2023**

**Open Until Filled**

**Monthly Salary: \$5,260-\$6,248**

Employee Medical, Dental, and Vision, Basic Life Insurance and AD&D, Washington PERS, and Optional Deferred Compensation Plans.

- 12 Paid Holidays
- 2 Paid Personal Holidays
- 12 Vacation Days
- 96 Hours of Sick Leave

**JOB SUMMARY** (Full position description is available. Please contact Human Resources. Contact info. below)

Deputy Public Defender I primarily practices in District Court, and plans, organizes, and coordinates the representation and defense of indigent clients in criminal cases for the County, with minimal supervision from a higher level defense attorney. Prepares and tries simple and gross misdemeanor cases.

**EXAMPLES OF DUTIES** (Any one position may not include all duties listed, nor do the examples include all tasks that may be performed in positions of this class)

Manages a full misdemeanor caseload (simple and gross misdemeanors).

Prepares cases for trial, pre-trial, and post-trial hearings and/or plea bargains with the Deputy Prosecuting Attorney.

Assists other attorneys in matters of trial strategy, tactics, and legal research and analysis.

Handles miscellaneous court hearings, including, but not limited to: preliminary appearance calendars, arraignment calendars, non-compliance calendars, ability to substitute in Drug Court hearings, Juvenile Court, and Superior Court when necessary.

Maintains membership in good standing in the Washington State Bar Association and complies with all relevant standards for representing indigent defendants in accordance with the Washington State Supreme Court and Mason County.

Reviews police reports, interviews witnesses, and works with the court and deputy prosecutors to resolve cases as appropriate.

Performs a variety of legal office work, prepares appropriate legal pleadings, and does necessary research.

Maintains accurate and complete statistical information to be used for future needs and projections.

Appropriately utilizes non-attorney professional services.

Provides limited back-up defense coverage for Juvenile and Superior Courts and is knowledgeable of District, Juvenile, and Superior Court rules and procedures.

Performs other duties as assigned by the Chief Public Defender.

### **EDUCATION / EXPERIENCE / REQUIREMENTS**

**I-**Must be a member in good standing of the Washington State Bar Association.

Knowledge of criminal law and judicial procedure of Washington State, techniques of interviewing, and preparation and defense of all variety of criminal cases, with emphasis on felonies.

Ability to perform legal research; analyze and apply legal principles, facts, evidence, and precedents to legal problems.

Present law, facts, evidence, and arguments clearly and logically in written and oral form.

Work harmoniously and maintain good public relations.

One year of practice as an intern and/or attorney preferred, with further preference given to previous experience representing indigent clients.

### **APPLICATION & SELECTION PROCESS**

Applicants are required to submit a Mason County Application. The completed application may include additional pages of employment history using the application format, and a resume may be attached. The completed application will be used as the primary document to determine if minimum qualifications are met for this recruitment. Misrepresentation, incomplete, or inaccurate entries may be the cause of application rejection, removal from the employment list, or discharge from county service. Applicants will be screened based upon education and experience, and the top candidates will be scheduled for interviews. Selection factors will include demonstrated knowledge and abilities for the particular position. **Only those candidates chosen for interviews will be contacted.** Please read the reverse side for additional information. *This selection process may be subject to change.*

**CONTINUED ON NEXT PAGE**

**Return Applications to:**

Mason County Human Resources

**Mailing Address** - 411 North 5<sup>th</sup> Street, Shelton, WA 98584**Physical Address** - 423 North 5<sup>th</sup> Street, Shelton, WA 98584[humanresources@masoncountywa.gov](mailto:humanresources@masoncountywa.gov)

Phone-(360) 427-9670 X 290

Equal Opportunity - Affirmative Action Employer

Drug Free Work Environment

**This information does not constitute an expressed or implied contract or offer of employment. Any provision contained herein may be modified and/or revoked without notice.**

**Application Instructions** – Carefully read the posting and note the minimum qualifications and the selection process. Please indicate all relevant education and experience on the application. A County application is always required and is utilized as the primary document to determine if the applicant meets the minimum qualifications. Resumes can be included as a supplement but cannot be used in lieu of completing the application. Applications must be entirely completed, and “see resume” will not be acceptable. Applicants applying for more than one position must complete a separate application for each position. Applications must be signed and dated, and returned to the Human Resources Department on or before the closing date. Completed applications should be submitted or mailed to: Mason County Human Resources, 411 North Fifth Street, Shelton, WA 98584, [humanresources@masoncountywa.gov](mailto:humanresources@masoncountywa.gov). Mailed applications must be postmarked no later than the closing date. Applicants should keep a copy of their completed application.

**Applicant Qualifications** – All candidates must meet minimum requirements. Often, the most competitive applicants will possess qualifications far exceeding the required minimum. If a large number of applications are received, only the most qualified applicants will be involved in the selection process.

**Authorization to Work** – Successful candidates must present documentation proving authorization to work in the United States (as required by federal law).

**Work Environment** – Mason County maintains a drug-free work environment and prohibits smoking in all County buildings.

**“At-will” Positions** – Some positions are considered “at-will” or at the pleasure of the employer. Therefore, the County does not need to establish “just cause” or “cause” to terminate the employment relationship. Selection to at-will position does not create or constitute an employment contract or agreement.

**Affirmative Action/Equal Employment Opportunity** – Mason County is an equal opportunity employer, committed to fair employment practices and does not unlawfully discriminate on the basis of race, sex, age, color, sexual orientation, religion, national origin, marital status, genetic information, veteran's status, disability, or any other bias prohibited by federal, state or local law.

**Accommodation** – Applicants with a disability requiring accommodation during the selection process should notify the Human Resources Department at (360) 427-9670 Ext. 290.

**Health Insurance** – Regular full-time employees and their qualifying dependents are eligible for medical, dental, vision, and life insurance coverage. Some regular part-time employees may receive the same coverage. Employees may partially contribute premiums depending upon the type of coverage selected.

**Paid Leave** – Sick leave, holidays, and vacation are provided in accordance with the County policy or union contracts. Vacation accrual rates increase at regular intervals based on length of service with the County.

**Retirement Plan** – All regular Mason County employees are enrolled in the Washington State Public Employee's Retirement System (PERS, PSERS or LEOFF). The County and employees contribute jointly to the plans.