

Colorado Public Defender – Class Specification

Class Title: Deputy State Public Defender
Class Series: Attorney Classification
Class Code: R49P11
Reports to: Supervising and/or Managing Attorney
FLSA: Exempt
Date: July 1, 2020
Range Min/Max: \$5,355 – \$7,872

DEPUTY STATE PUBLIC DEFENDER

The classification of Deputy State Public Defender is for entry-level and developing attorneys. Attorneys at this level perform legal work under supervision by more experienced attorneys. Attorneys are expected to develop fundamental skills in their practice, and become proficient in managing all aspects of their caseload as outlined in the evaluation criteria. Attorneys must demonstrate an ability to successfully work with clients, colleagues, opposing counsel, and the courts. Attorneys must demonstrate compassion and desire to advocate on behalf of the poor. Attorneys must know and comply with the Rules of Professional Conduct and all Public Defender policies. Since attorneys at this level will require varying levels of supervision, they must demonstrate an ability to positively receive feedback and to integrate that feedback into their practice. In addition to successfully completing all required trainings, these attorneys must actively advance their level of practice by seeking additional learning opportunities.

REQUIREMENTS OF THE POSITION

QUALIFICATIONS

Education and Experience:

Must be a graduate from an ABA accredited law school and a licensed attorney in the State of Colorado.

Conditions of Employment:

- Must be willing and able to be placed in any office in a state-wide public defender system.
- Maintain licensure as an attorney in the State of Colorado.
- Must have a valid driver's license where courts and jails are not located within walking distance of the office.

Knowledge, Skills and Abilities:

- Must have exceptional communication skills.
- Ability to effectively communicate in written and oral form,
- Ability to use all necessary electronic devices especially computers,
- Ability to review all discovery, which may include visual depictions of evidence, examine physical evidence and view crime scenes.
- Must be able to handle emergency or crisis situations.
- Must be able to process and retain large amounts of information.
- Must be able to handle frequent interruptions and multiple calls and inquiries.
- Must be able to maintain confidentiality and manage confidential information.
- Must be able to withstand a moderate noise level in the work environment.
- Occasional travel to other work locations including courts and jails.

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Physical Requirements:

Employees must be able to meet the physical demands of the job, with or without reasonable accommodations, which include: talking, hearing, seeing, walking, and reaching with hands and arms.

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demands are in excess of those of sedentary work. Light work usually requires walking or standing to a significant degree.

- Ability to sit for extended periods of time;
- Ability to transport themselves and their work files to court, jail, investigations and any other place where their physical presence is required.