

Colorado Public Defender – Class Specification

Class Title: Supervising Deputy State Public Defender
Class Series: Attorney Classification
Class Code: R49P14
Reports to: Managing Attorney
FLSA: Exempt
Date: July 1, 2020
Range Min/Max: \$9,272 – \$13,908

SUPERVISING DEPUTY STATE PUBLIC DEFENDER

The classification of Supervising Deputy State Public Defender (“Supervising Deputy”) is reserved for attorneys who hold formal and designated supervisory positions, and who act as part of their office’s management team. In addition to meeting and exceeding all of the requirements for Lead Deputy State Public Defenders, Supervising Deputies evaluate employee performance, perform administrative tasks, assign work, assist in personnel matters, lead office meetings and trainings when called upon to do so, and assist the Office Head in addressing office matters. These duties include: being readily and regularly accessible to others; supporting and implementing the directives of the Office Head and the State Public Defender; writing objective and comprehensive employee evaluations; recognizing and answering ethical questions, and making conflict determinations. Supervising Deputies must assume additional supervisory responsibilities when requested by the Office Head, and may carry a reduced caseload as deemed necessary by the Office Head.

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; and, demonstrated experience, skills and training in leading others.

Conditions of Employment:

- 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.

Colorado Public Defender – Class Specification

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.