

## Colorado Public Defender – Class Specification

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Class Title: Managing Deputy State Public Defender  
Class Series: Attorney Classification  
Class Code: R49P15  
Reports to: State Public Defender  
FLSA: Exempt  
Date: July 1, 2020  
Range Min/Max: \$10,394 – \$15,591

### MANAGING DEPUTY STATE PUBLIC DEFENDER

The classification of Managing Deputy State Public Defender (“Managing Deputy”) is reserved for Office Heads. The Office Head is the lead attorney in each regional office. Office Heads are responsible for the overall management of an office, including administration, personnel, supervision, training, caseload management, ethics and all areas necessary to secure the best possible representation for our clients. Office Heads are the leaders of the system who consistently demonstrate an extraordinary commitment to the representation of the poor. Office Heads carry a reduced caseload as set forth by the State Public Defender.

### 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.

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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.