

**WOOD COUNTY, OHIO
CLASSIFICATION SPECIFICATION**

DEPARTMENT: Public Defender
CLASSIFICATION: Assistant Public Defender

CLASS NUMBER: 31810
PAY GRADE: 10

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide legal representation to indigent defendants charged with criminal and traffic offenses through all stages of the judicial process.

ESSENTIAL FUNCTIONS

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

Coordinates daily work activities of assigned staff and interns; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; confers with assigned staff, assists with complex/problem situations, and provides technical expertise.

Manages assigned caseload of clients; conducts professional analysis of assigned cases; provides support and discussion for cases assigned to other staff attorneys; protects constitutional rights of clients.

Represents and provides legal defense for indigent defendants; represents clients in court, including arraignments, bond hearings, preliminary hearings, pre-trial conferences, motion hearings, trials, and sentencing; presents evidence; communicates with prospective witnesses; examines and cross-examines witnesses.

Consults with clients, both in-custody and out-of-custody; advises clients and family members about ongoing criminal investigations and potential charges; prepares clients for sentencing with education about appropriate social services that will be mandated, such as mental health, drug, alcohol, anger management, or domestic violence assessments and classes; makes appropriate referrals to treatment or social services for clients.

Investigates and prepares cases for trial; conducts field investigations into cases; assigns projects for staff investigators; reviews interviews of witnesses with investigators; interviews witnesses; reviews evidence and case materials; issues subpoenas for materials and personal appearances; confers with prosecutor, law enforcement, probation officers, and judges; assesses cases and determines defense strategy.

Performs appellate work, including filing briefs and oral arguments when applicable; conducts original commitments and review hearings for persons not competent or not guilty by reason of insanity; performs post-conviction relief work.

Maintains a current working knowledge of statutes, and treatises; performs legal research on particular issues for cases; Drafts, prepares, and files motions and briefs; assigns work for interns and staff members.

Prepares or completes various forms, reports, correspondence, case files, motions, briefs, pleadings, or other documents.

Attends meetings, serves on committees, and makes presentations as needed.

Performs related duties as directed.

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MINIMUM QUALIFICATIONS

Juris Doctorate required; supplemented by 5 months previous experience and/or training involving criminal law, criminal defense, trial experience, and court procedures, or legal internship; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain membership in good standing of the State Bar of Ohio. Requires a valid Ohio driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as traffic hazards, disease, pathogenic substances, violence, or rude/hostile clients.

Wood County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.