

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

PUBLIC DEFENDER SUPERVISOR 1

DEFINITION

Supervises a small Public Defender staff in the provision of professional legal services representing indigent clients and juveniles in cases the Local Public Defender has been appointed as counsel and providing training, guidance, and direction to staff assigned in Local Public Defender offices; performs related duties as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Supervises and evaluates the work of a subordinate staff: effectively recommends personnel actions related to selection, disciplinary procedures, performance, leaves of absence, grievances, work schedules and assignments, and administers personnel and related policies and procedures.

Participates in the investigation and preparation of a defense for complex adult and juvenile offender cases to obtain facts in determining the merits of cases and appropriate courses of action.

Prepares drafts of pleadings, motions, supporting affidavits, letters, opinions, and briefs.

Advocates the most complex cases, of such scope they demand the extensive experience not found at lower levels of the Public Defender series, at every stage of the criminal justice system through resolution in the pre-trial process, plea bargaining process, trial, verdict and sentencing by: providing legal counsel and advice; interviewing and selecting appropriate witnesses, preparing them to give testimony; and conducting direct and cross examination of witnesses.

Negotiates plea bargains, dismissals, or other disposition of assigned cases with prosecuting attorneys or other interested parties.

Trains less experienced Public Defenders in the principles of trial advocacy and pleading, trial and criminal procedures, the concept of legal precedence, and the rules of evidence as they apply to legal advocacy.

COMPETENCIES REQUIRED

Knowledge of the principles of staff supervision, training, development, State personnel policies and procedures, and the provisions of the State's collective bargaining agreements.

Knowledge of the application of legal principles and the methods of legal research.

Knowledge of the scope and character of Iowa criminal and civil law and the provisions of trial advocacy and pleading.

Knowledge of trial and criminal procedures, the concept of legal precedence, and the rules of evidence as they apply to legal advocacy.

Ability to plan, organize, control and effectively supervise the work of subordinates.

Ability to present statements of fact or law and to argue clearly and logically in written and oral form.

Ability to effectively relate to individuals from diverse personal backgrounds, with emotional problems, and troubled youth.

Ability to analyze situations, evidence, and precedence accurately and to adopt an effective course of action.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing quality professional service

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust, group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Five years of professional legal criminal trial advocacy or prosecution experience and a current license to practice law in the State of Iowa.

NOTE:

Positions in this class are exempt from the screening and referral requirements of the Iowa Department of Administrative Services – Human Resources Enterprise. Apply directly to the Department of Inspections and Appeals.

Effective Date: 06/12 BR