

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼

HUMAN RESOURCES ENTERPRISE

STATE PUBLIC DEFENDER

DEFINITION

Directs and supervises all legal and administrative functions of the State's Public Defender's Office which includes the Trial Division, an Appellant Defender Office and a Civil Commitment Unit.

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

Administers all levels of operations at the State Public Defender's Office, including establishing the mission, planning the strategic direction for the office, establishing results and outcomes-based budgets, and overseeing personnel functions such as hiring, developing and monitoring staff performance.

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

Takes a long-term view and initiates organizational change for the future; recognizes and uses opportunities to move the organization toward its vision and mission.

Makes sound and well-informed data driven decisions; understands the impact and implications of decisions; commits to action in order to accomplish organizational goals.

Reports program accomplishment and provides advice to the Governor on matters relating to the Public Defender's Office goals, programs and mission; justifies critical and far-reaching program changes.

Directs programs operations through subordinate managers; establishes long-range program objectives and evaluates organizational performance in meeting those objectives.

Develops/maintains working relationships with a broad spectrum of key officials to gain executive, legislative and related support for program priorities and goals; resolves administrative/program problems not covered by policies or precedent.

COMPETENCIES REQUIRED

Knowledge of the organizational structure, functions, procedures and applicable regulatory requirements for the organization served.

Knowledge of the principles, theories, techniques and trends of public administration including financial management, labor relations, data processing and related governmental programs.

Knowledge of source materials and guidelines which can be used to resolve problems encountered not covered by precedent action.

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

Knowledge of the scope and character of Iowa statutory laws, and provisions of the Iowa and Federal Constitutions.

Knowledge of the principles of administrative and constitutional law and of trial and hearing procedures, rules of evidence and appellate procedure.

Ability to analyze, appraise and apply legal principles, facts and precedents to difficult legal or factual situations.

Ability to present statements of fact, law and argument clearly and logically in written and oral form.

Ability to develop and maintain superior working relationships with subordinates, co-workers, superiors, agency personnel, senior government officials and the general public.

Ability to establish long-term and short-term program objectives and lead strategic planning and the establishment of performance goals to assess progress toward their achievement.

Ability to establish and maintain effective working relationships with local, state and federal officials representing widely divergent backgrounds, interests and points of view.

Ability to deal effectively with persons representing widely divergent backgrounds, interests and points of view.

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

Works and communicates with all clients and customers providing polite, 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

Graduation from an accredited law school, licensed to practice law in Iowa, ten years experience providing legal services to the indigent in the field of public defense and at least five years of management and supervisory experience.

Effective Date: 04/05/10