

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE

**PUBLIC DEFENDER SUPERVISOR 2**

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**DEFINITION**

Supervises one or more large Public Defender trial or appellate office(s) in the provision of professional legal services representing indigent clients and juveniles in cases where the Local Public Defender or State Appellate Defender has been appointed as counsel; and providing training, guidance, and direction to staff assigned in a local Public Defender office; 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 recommend 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, or transcript review and preparation of appeals in complex cases to determine the merits of cases and appropriate courses of action.

Prepares drafts of pleadings, motions, interrogations, supporting affidavits, letters, opinions, and briefs, or any other documents required to prepare a case for trial or on appeal.

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, or at every appellate stage including the United States Supreme Court.

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 or appellate advocacy and pleading, appellate, trial and criminal procedures, the concept of legal precedence, and the rules of evidence and preservation of error as they apply to legal advocacy.

Serves as the First Assistant State Public Defender, making decisions in the absence of the State Public Defender or as delegated by the State Public Defender, represents the State Public Defender before the legislature, other agencies, and to outside organization, serve as a resource and source of guidance for other Public Defender Supervisors and other staff.

**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, appellate advocacy, and pleading.

Knowledge of appellate, 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**

Seven years of professional legal criminal trial or appellate 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