



# La Paz County

## Job Description

### Deputy Public Defender II

**Date Approved: xx-xx-2020**  
**Department: Public Defender**  
**FLSA Status: Exempt**  
**Classified: No**  
**Pay Plan: E020**  
**Job Code:**

#### **Position Summary:**

Under direct supervision of the Public Defender, represent indigent clients in all phases of felony and misdemeanor criminal cases.

#### **Essential Job Functions & Duties and Responsibilities:**

- Prepare and try criminal cases;
- Argue motions before the court;
- Interview clients, advising them of the charges against them and range of possible sentences;
- Continually update clients of prosecution and defense witnesses;
- Perform legal research; and negotiate favorable settlements.

#### **Minimum Job Requirements:**

- J.D. degree from an accredited law school
- Admission to the State Bar of Arizona
- Valid Arizona Driver License

#### **Required Knowledge, Skill & Ability:**

- Good knowledge of judicial procedures and rules of evidence, criminal law and criminal procedure; and methods of pleading. Considerable experience with tools used in legal research;
- Effectively present client's case at trial;
- Analyze and organize facts and evidence;
- Present case both orally and in writing;
- Establish and maintain effective working relationships;
- Negotiate settlements;

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- Must have the ability to: operate office equipment including computer, copy machine, fax, and telephone; remain sitting for extended periods; perform repetitive hand, wrist, elbow and shoulder motion for office and computer work. Requires visual ability for computer work; hearing and speech ability for ordinary conversations and in a group environment.

**Preferred Knowledge, Skill & Ability: None**