

Position opens: January 2021

Elko County Human Services Employment Opportunity Announcement

POSITION: Deputy Public Defender

SALARY: \$73,332.11

APPLICATION DEADLINE: Review of qualified applicants is ongoing and will continue until the position is filled.

The Elko County Public Defender's Office has an immediate opening for the position of Deputy Public Defender. The office consists of 7 attorneys and 6 support staff that provide legal representation to adult and juvenile indigents in criminal and delinquency cases in the Justice and District Courts throughout Elko County. The ideal candidate will possess a NV bar license. If the applicant does not currently possess a NV Bar license, they must qualify to practice law in Nevada pursuant to Nevada Supreme Court Rule 49.9. Must also take and successfully pass the Nevada Bar exam within 18 months of employment. Must possess a valid driver's license.

- 100% PERS Retirement
- Minimal Fee for Employee Health, Vision, Dental and Life Insurance

Interested applicants should fax or e-mail a **cover letter, resume, references, and a completed Elko County application** to the Elko County Human Resources Department.

Obtain an application and full job description at www.elkocountynv.net.

Elko County Human Services
540 Court St, Suite 105 (Physical Address)
571 Idaho St. (Mailing Address)
Elko, NV 89801
(775) 738-4375 phone
(775) 738-5984 fax
e-mail – employment@elkocountynv.net

Elko County is an Equal Opportunity Provider and Employer.

In compliance with applicable laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations.



**ELKO COUNTY
HUMAN SERVICES**
571 Idaho Street
Elko, NV 89801
775.738.4375
775.738.5984 (fax)

**Job Code: 19302
Date Est.:
Last Rev.: 02/2019
FLSA: Exempt
Probation: 6 Months**

DEPUTY PUBLIC DEFENDER

DEFINITION

Under the direction of the Public Defender defends indigent clients in adult criminal, juvenile dependency, and juvenile delinquency cases and performs other work as assigned.

DISTINGUISHING CHARACTERISTICS

This class represents the full working level legal class in the County. Attorneys are expected to exercise judgment in carrying out assignments. Direction is received from the Chief Deputy Public Defender or from the Public Defender who reviews work by means of case conferences or written direction and an analysis of results achieved, measured against goals and objectives. This class differs from the Chief Deputy Public Defender by the lack of supervisory responsibility and by the lack of responsibility for oversight of the office in the absence of the Public Defender.

EXAMPLES OF DUTIES

The following duties are typical for this position. Attorneys may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Prepares motions and other pleadings for court; prepares cases and witnesses for court; serves as the defense attorney in court proceedings; conducts hearings.
- Conducts legal research and analyses; interprets and applies statutes, regulations, court decisions, and other legal authorities to use in preparing legal briefs, motions, and cases.
- Prepares pleadings, briefs, appeals, and other legal documents in connection with trials, hearings, and other legal proceedings; prepares responses to opposing counsel's motions or briefs.
- Provides legal advice, guidance, opinions, and interpretations to clients.

QUALIFICATIONS

KNOWLEDGE OF:

- Current concepts, policies, and practices of criminal and civil law;
- State statutes relating to criminal;

- Recent case law relating to issues of concern; and
- Legal research methods and materials.

ABILITY TO:

- Verbally present information and arguments in a persuasive and convincing manner;
- Represent the client in a professional, competent, and articulate manner;
- Write clear, concise, and effective reports and legal documents including briefs and motions;
- Analyze complex legal issue;
- Complete assignments within time constraints and deadlines;
- Establish and maintain effective working relationships with County officials, court personnel, other staff, opposing attorneys, and the public;
- Use a computer and software to conduct effective legal research; and
- Execute job duties under highly stressful circumstances.

EXPERIENCE AND EDUCATION

To qualify for this classification, an individual must possess any combination of experience, training, and education that would likely produce the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

- Graduation from an accredited law school with a Juris Doctorate degree.

REQUIRED LICENSES OR CERTIFICATES

- Must have valid Nevada driver's license.
- Certification of admission to the Bar of the State of Nevada or eligible to practice law under the Rural Practice provision of the Nevada Supreme Court Rules. Must obtain admission to Nevada Bar within 18 months of employment.

OTHER REQUIREMENTS

PHYSICAL AND MENTAL REQUIREMENTS:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Position is frequently required to sit or stand and talk for extended periods of time. Strength, stamina, and cognitive ability to view and operate a computer for extended periods of time. Coordination or dexterity to use hands and arms to reach, finger, handle, or manipulate objects

such as pieces of paper, documents, exhibits, etc. Ability to bend, stretch, stoop, and reach for items above and below desk level. Occasional lifting of items weighing up to 25 pounds. Position requires frequent listening and reading. Vision requirements include close vision and the ability to adjust focus.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Employees and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORK ENVIRONMENT

Work is normally performed indoors in an office or courtroom. Attorney will be required to visit clients in jail or prison, the frequency will be determined based on the case. May be required to accompany investigators or staff in the field as needed to represent clients.

Exposure to noise, odors, fumes, dusts and other pollutants is minimal. The noise level in the work environment is usually quiet.