PINAL • COUNTY
Wide open opportunity

PINAL COUNTY GOVERNMENT EMPLOYMENT OPPORTUNITY

POSITION: Public Defender **LOCATION:** Florence, Arizona

SALARY RANGE: $124,633.60 - $130,956.80 **CLASSIFICATION:** Exempt

OPEN DATE: 4-02-2013 **CLOSING DATE:** Open until filled

To apply for this challenging opportunity please visit our website at www.pinaljobs.com

PINAL COUNTY GOVERNMENT located in Historical Florence, Arizona is currently seeking a highly talented, successful candidate who will serve as the Public Defender and will perform work in planning, directing, and coordinating the functions of the Office of Public Defender. The Public Defender represents, defends, advises and provides legal counseling to persons who are not financially able to employ counsel in criminal and other proceedings as set forth in A.R.S.-11-584. This position is an at-will appointment and serves at the pleasure of the Assistant County Manager.

ESSENTIAL DUTIES: Plans legal policies and direction for indigent defense services. Drafts suggested legislative and procedural rules, policies and procedures for the provision of indigent defense services and submits to appropriate authorities for action or consideration. Works closely with judges and other criminal justice personnel to maintain a viable criminal justice system. Develops and implements office policies, structure and administrative procedures to meet statutory requirements in a time and cost effective manner. Develops and administers departmental budgets. Researches, prepares and submits routine, recurring and special fiscal, administrative and other reports to the County Manager, County Board of Supervisor, County Attorney and other county, state, and federal agencies as required. Represents eligible persons through the full cycle of legal representation, either personally or by delegation to qualified legal counsel and support staff. Evaluates and coordinates the assignment of cases to attorneys and investigative staff. Reviews work and activities of staff for compliance with legal, administrative and procedural requirements and directs any needed actions to assure such compliance or to correct errors. Provides staff with legal and administrative guidance, direction and assistance. Undertakes and completes all assignments approved by the County Manager or Board of Supervisors. Maintains absolute confidentiality of work-related issues, records, and restricted County information.

KNOWLEDGE OF: Legal principles and practices including civil, criminal, juvenile, constitutional and administrative law and procedure. Principles, methods, materials and practices of legal research. Methods and practices of pleading civil and criminal cases and of effective techniques in the presentation of cases in court, Trial procedures and rules of evidence. Principles and practices of effective supervision and management.

MINIMUM QUALIFICATIONS: Juris Doctor in Law from an American Bar Association (ABA) accredited law school AND six (6) years experience in criminal litigation; three (3) years of which have been specialized in criminal defense and two (2) years of which involved supervisory or management responsibilities.

LICENSE & CERTIFICATION REQUIREMENTS: Current member of the Arizona State Bar. A valid Arizona State Driver's License may be required.

Pinal County provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.