



## Delaware County

This document is used to provide a basic description of essential duties and other work elements

<b>Job Title:</b> Deputy Public Defender	
<b>Department:</b> Public Defender	<b>Position Fund Account No.:</b>
<b>Division:</b> Criminal and Civil	<b>Job Category:</b> SO
<b>Work Schedule:</b> As Assigned	<b>Job Grade:</b>
<b>Reports to:</b> Chief Deputy	<b>Status:</b> Full-time
<b>FLSA Status:</b> Exempt	<b>Effective Date:</b> <b>Re-evaluation Date:</b> December 2023

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Delaware County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would present an undue hardship.

Incumbent serves as Deputy Public Defender for the Delaware County Public Defender's Office, responsible for providing legal representation and services to individuals as assigned by the Court and required by statute.

### **DUTIES:**

Represents indigent persons charged with a variety of offenses in criminal and civil court proceedings, including, but not limited to, bond hearings, juvenile detention hearings, pre-trial conferences, preparation of cases, consultations, depositions, sentencing, and defense of cases in bench and/or jury trials.

Meets and communicates with clients to discuss cases, including explaining laws, charges and constitutional rights, and reviewing plea offers and trial options. Schedules appointments with clients in office, jail, or courthouse.

Conducts factual and legal research as required to prepare for cases, including interviewing witnesses and clients, taking depositions, investigating allegations and evidence, and reviewing previous pleadings and discovery motions.

Assesses cases and negotiates plea bargains with Prosecutor when appropriate, assuring best possible conditions for client and satisfaction of their needs.

Communicates with other local and state Public Defenders on issues and trends with pleas and laws, strategy, and concurrent clients.

Reviews criminal discovery, including police reports, witness statements, body camera video, and lab results.

Reviews all pleadings filed in cases, including reviewing progress reports and service provider reports in criminal proceedings.

Prepares Court pleadings, including researching, writing, proofing, filing, and serving.

Drafts motions, petitions, pleadings, legal memorandums and briefs. Prepares a wide variety of correspondence, court documents, and letters to clients, the Court, prosecutors, and/or witnesses.

Prepares for hearings by sending subpoenas, preparing exhibits, viewing evidence, gathering pertinent information, preparing questions and arguments, determining trial strategy, and preparing defendants and/or witnesses for trial. Presents and argues cases before the Court.

Researches changes and new developments in criminal and civil law, and legal procedures.

Participates in legal proceedings/court as required.

Attends meetings with other government and community officials, conducts public speaking engagements and presentations to the news media, and serves on various Boards and committees as directed or otherwise decided.

Attends conferences, training, and related professional education and development programs as required.

Occasionally responds to emergencies on a 24-hour basis.

Performs related duties as assigned and/or required by law.

## **I. JOB REQUIREMENTS:**

Doctor of Jurisprudence with license to practice law in the State of Indiana. Must be a member in good standing with the Indiana Supreme Court.

Ability to complete and maintain continuing legal education credits.

Must be at least 21 years of age.

Ability to meet all employer hiring requirements, including passage of a drug test.

Working knowledge of and ability to apply federal, state, and local laws and ordinances to a wide variety of individual situations and circumstances for the preparation of cases and defense of clients before the court and/or jury.

Working knowledge of standard legal procedures and practices of Delaware County Court, with ability to effectively prepare and argue cases before the court and/or jury.

Working knowledge of Public Defender's Office goals, objectives, and operational requirements, with ability to effectively develop and implement appropriate procedures accordingly.

Working knowledge of standard office procedures and computer software programs used by the Public Defender's Office, with ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to maintain complete and accurate files and prepare court/legal documents and detailed reports within established deadlines.

Ability and willingness to effectively and fairly represent clients amidst potential controversy, unpopularity, and lack of support from members of the general public.

Ability to conduct legal research and interview and/or investigate clients, witnesses, crime scenes, and other persons/areas as individual cases demand.

Ability to maintain accurate and organized files.

Ability to operate a variety of standard office equipment, including a computer, copier, telephone, printer, scanner, and vehicle.

Ability to perform job duties in compliance with the Indiana Code of Professional Conduct.

Ability to work alone with minimum supervision and with others in a team environment, rapidly for long periods, on several tasks at the same time, and under time pressure.

Ability to participate in legal proceedings/court.

Ability to compare or observe similarities and differences between data, people or things.

Ability to analyze, observe, investigate and evaluate data, and coordinate, place, make determinations, and act based on data analysis.

Ability to plan and layout assigned work projects and apply knowledge of people and locations.

Shall comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing with co-workers, clients, other city, County, and state departments, court officials/personnel, law enforcement, victims of crime, witnesses, and members of the public in a courteous and tactful manner, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to regularly work extended hours, evenings, and weekends, and occasionally travel out of town sometimes overnight.

Ability to respond occasionally to emergencies on 24-hour basis.

Possession of a valid driver's license and demonstrated safe driving record.

## **II. DIFFICULTY OF WORK:**

Incumbent represents clients and presents cases in accordance with legal requirements and generally applicable guidelines, exercising judgment to effectively research and investigate cases, prepare and argue cases before the court, and ensure the best possible representation of clients. Incumbent's duties are highly complex in nature, requiring careful consideration of a variety of circumstances and issues that are often new or unusual, and/or involve multiple choices and interrelationships.

## **III. RESPONSIBILITY:**

Incumbent assures skilled representation for indigent clients in Delaware County, including investigation, preparation, and presentation of their defense before the court. Objectives of incumbent's work are known, with highly sensitive and/or unusual cases discussed with supervisor as needed. Work is reviewed for compliance with all applicable policies and legal requirements and effect on department goals/objectives. Frequently, decisions are made which are restricted only by organization-wide policies with little direct guidance from supervisor.

## **IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, clients, other city, County, and state departments, court officials/personnel, Prosecutors/staff, law enforcement, Department of Child Services, victims of crime, witnesses, and members of the public for the purposes of exchanging information, rendering service, negotiating plea bargains, and arguing cases before the court.

Incumbent reports directly to the Chief Deputy.

**V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs majority of duties in a standard office environment and a courtroom, including sitting for long periods, sitting/walking at will, standing/walking for long periods, lifting/carrying objects weighing under 25 pounds close vision, speaking clearly, driving, handling/grasping/fingering objects, keyboarding, and hearing sounds/communication. Incumbent may be exposed to violent/irate individuals.

Incumbent regularly works extended hours, evenings, and weekends, and occasionally travels out of town sometimes overnight.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Deputy Public Defender for the Delaware County Public Defender's Office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions. The above job description covers the most significant duties to be performed, but does not exclude other occasional work projects or duties as assigned by supervisors.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes\_\_\_\_\_ No\_\_\_\_\_

Approved by Human Resources Director: \_\_\_\_\_Date\_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature Date

\_\_\_\_\_  
Reviewed with Employee Date

\_\_\_\_\_  
Employee's Signature (Printed Name) Date

Signed copy to : Human Resources(Original)  
Supervisor



## JOB POSTING

<b>Job Title</b>	<b>Criminal Public Defender</b>
<b>Location/Department</b>	Delaware County Public Defender's Office
<b>Supervisor</b>	Samuel J. Beasley, Chief Public Defender
<b>Salary</b>	Base Salary: \$52,000.00
<b>To Apply</b>	<p>Please drop off completed applications to:</p> <p>Delaware County Human Resources Department 100 W. Main St. Room 300 Muncie, IN 47305</p> <p>Fillable PD Application can be found at: <a href="https://www.co.delaware.in.us/egov/documents/1572536672_01072.pdf">https://www.co.delaware.in.us/egov/documents/1572536672_01072.pdf</a></p> <hr/> <p>Also, please supply applications and resumes to:</p> <p>Delaware County Public Defender's Office, c/o Shelley Harvey or email documents to <a href="mailto:maharvey@co.delaware.in.us">maharvey@co.delaware.in.us</a></p>
<b>Application Deadline</b>	Applications will be accepted until position is filled