



Office of Human Resources  
Deputy Public Defender Director – CL3439  
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### General Statement of Duties

As the deputy director, manages and directs the operations of a division within the Office of the Municipal Public Defender overseeing all attorneys, providing legal counsel direction, and assists with agencywide oversight and direction.

### Distinguishing Characteristics

The Deputy Public Defender Supervisor is responsible for the supervision of criminal law attorneys.

Deputy Public Defender Director is responsible for the supervision and oversight of all criminal law attorneys within the organization and assists with agencywide executive level decision-making and oversight.

Chief Municipal Public Defender is the appointing authority for the Office of the Municipal Public Defender overseeing all operational and functional areas within the organization.

### Essential Duties

Oversees and directs the activities of all attorneys engaged in public defense and assists with agencywide leadership and direction, which includes strategic planning, budgeting, and legislative projects.

Communicates, supports, and integrates the organization's strategic plan into the division by identifying the methods for achieving the established priorities, goals, and objectives and ensuring that they are achieved.

Assist with planning and managing the agency budget, operates within budget parameters, reallocates resources to support attorneys and clients, and adjusts work plans and activities in accordance with budget changes.

Identifies causes and solutions to resolve operational and procedural problems that are consistent with organizational directives and addresses other concerns as directed or necessary.

Works directly with judges and courtroom administrative staff to discuss procedural and process issues regarding items of discovery and processing legal documents, which may include the development or modification of policies and procedures.

Represents the agency on local and state boards and committees to review municipal court rules and procedures and recommend modifications to best represent the citizens.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee, provides reward and recognition for proper and efficient performance, assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Resolves problems and mediates conflicts encountered during daily operations and determines appropriate solutions, promotes teamwork, encourages regular communication, informs staff of relevant business issues and impacts to organization.

Authorizes response to employee grievances and disciplinary actions for the division and contributes to the establishment of organizational policy regarding discipline and other operational matters.

Provides work instruction, training when needed, and assists employees with difficult or unusual assignments and encourages innovation.

Assigns and distributes work, reviews work to ensure sound legal advice with accurate and sufficient documentation and returns assignments with recommendations for proper completion.

Interviews and selects staff reporting directly to this position and may assist with other interviews.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

## Competencies

**Persuading and Political Influence** - Gains clear agreement and commitment from others by persuading, convincing and negotiating. Makes effective use of political processes to influence others.

**Deciding and Initiating Action** - Takes responsibility for actions, projects and people; makes quick, clear decisions why may include tough choices, after considering risks.

**Thinking Strategically** - Thinks strategically and promotes best practices and leading-edge ideas.

**Financial Management** - Plans, administers, allocates, negotiates, and monitors revenue and/or expenditures to ensure cost-effective management of programs, projects and policies for functional and/or operational area(s).

**Coaching** - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching

**Conflict Management** - Manages and resolves conflicts, confrontations, and disagreements in a positive and constructive manner to minimize negative personal impact.

**Delivering Results** - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

**Oral Communication** – Expresses information to individuals or groups effectively taking into account the audience and nature of the information, makes clear and convincing oral presentation, listens to other, and attends to nonverbal cues.

## Knowledge & Skills

**Thinking Strategically** - Thinks strategically and promotes best practices and leading-edge ideas.

**Deciding and Initiating Action** - Takes responsibility for actions, projects and people; makes quick, clear decisions which may include tough choices, after considering risks.

**Delivering Results** - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

**Persuading and Political Influence** - Gains clear agreement and commitment from others by persuading, convincing and negotiating. Makes effective use of political processes to influence others.

**Coaching** - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

**Level of Supervision Exercised**

Directs a division within the Office of the Municipal Public Defender supervising attorneys and assists with agencywide oversight.

**Education Requirement**

Doctor of Jurisprudence Degree.

**Experience Requirement**

Five (5) years of experience supervising criminal law attorneys which includes responsibility for operation and staff functions.

**Education & Experience Equivalency**

No substitution of experience for education is permitted.

**Licensure & Certification**

Possession of a license to practice law in Colorado from the Colorado Supreme Court at the time of application. Positions with the Public Defender's Office are dependent upon the rules and regulations in place at the time of application and subsequent hiring.

By position, the applicant must have a reasonable expectation of becoming licensed by the Colorado Supreme Court within 6 months of their hire date. Licenses and certifications must be kept current as a condition of employment.

This job requires driving. Requires a valid Driver's License at the time of application or the ability to obtain transportation to jail or prison facilities in surrounding area.

**Working Environment**

Handle emergency or crisis situation.  
Noise: sufficient noise to cause distraction.  
Personal Safety: aware of surrounding, people, and events.  
Pressure due to multiple calls and inquiries.  
Subject to many interruptions.  
Subject to long, irregular hours.  
Subject to traffic, roadways and pedestrians.

**Level of Physical Demand**

1-Sedentary (0-10 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Carrying: Transporting or moving an object.  
Fingering: Picking and pinching, through use of fingers or otherwise.  
Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.  
Hearing: Perceiving and comprehending the nature and direction of sounds.  
Lifting: Moving objects weighing no more than 50 pounds from one level to another.  
Pulling: Exerting force upon an object so that it is moving to the person.  
Sitting: Remaining in a stationary position.

Talking: Communicating ideas or exchanging information.

Walking: Ability to move or traverse from one location to another.

### Background Check Requirement

Criminal Check  
Education Check  
Employment Verification  
Licensure/Certification  
Motor Vehicle Record

### Assessment Requirement

None

### Probation Period

Six (6) months.

### Class Detail

**Pay Grade:** EX-21

**FLSA Code:** Y

**Established Date:** 06/25/2023

**Established By:** JFH

**Revised Date:**

**Revised By:**

**Class History:** New classification.