



Office of Human Resources
Chief Municipal Public Defender - OL3260
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General Statement of Duties

Manages and directs the operations of the Municipal Public Defender's Office including contributing to the development of annual and multi-year work plans and strategies; ensuring resources are available to achieve work plans; and establishing management practices and processes that ensure the accomplishment of performance standards. Handles complex municipal ordinance cases.

Distinguishing Characteristics

This class is distinguished from the Deputy Public Defender Staff which handles routine cases.

This classification is distinguished from the Deputy Public Defender Associate which handles more complex cases.

This classification is distinguished from the Deputy Public Defender Senior which handles complex cases.

This classification is distinguished from the Deputy Public Defender Supervisor who supervises and directs the day to day activities within the Office of Municipal Public Defenders and also acts as Chief Municipal Public Defender in their absence.

Essential Duties

Contributes to the development of annual and multi-year work plans and strategies.

Develops and implements goals, objectives, policies, procedures, and work standards to ensure success. Prioritizes and allocates resources to achieve strategies.

Utilizes resources to develop or expand services and/or operation. Ensures resources are utilized appropriately and do not exceed the established budget without approval.

Represents the Municipal Public Defender's Office in meetings with elected and/or appointed officials and other city entities. Serves as the city representative with a variety of public, business, and community organizations as well as being the primary liaison with the Presiding Judge.

Reviews attorney work product on a case-by-case basis to ensure sound legal advice, representation, and accurate/sufficient documentation. Selects, trains, develops, and evaluates subordinate staff. Makes decisions on hiring, terminations, promotions, and disciplinary actions as required. Initiates and maintains an attorney intern program for the Municipal Public Defender's Office.

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.

Develops and monitors the budget and oversees financial well-being by analyzing cost effectiveness. Ensures public defender coverage for multiple courtrooms, including problem-solving courts and court sessions occurring on the weekend.

Coordinates public defender and volunteer attorney participation in off-site court sessions. Coordinates quarterly meetings of the Municipal Public Defender Commission and provides reports and information as requested. May assign contract attorney representation to cases that present a conflict of interest.

Provides guidance and advice to subordinate staff on complex hearings. Performs other duties as assigned. 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.

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.

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

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

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).

Knowledge & Skills

Knowledge of laws, legal codes, court procedures, precedents, legal practices and documents, government regulations and the democratic political process.

Understands and appropriately applies procedures, requirements, regulations, and policies related to specialized expertise.

Level of Supervision Exercised

Directs a division of a department or oversees a small office or independent agency by supervising managers, supervisors, and other individual contributors.

Education Requirement

Doctor of Jurisprudence Degree.

Experience Requirement

Two (2) years of supervisory experience in a criminal law setting.

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

Subject to many interruptions.
Subject to long, irregular hours to include weekend hours.

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.):

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 10 pounds from one level to another.
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-22

FLSA Code: Y

Established Date: 3/1/2020

Established By: RF

Revised Date: 11/27/2022

Revised By: AM

Class History: 3/29/2022 -Pay Grade, Job Title, Distinguishing Characteristics and Guidelines, License revised.

9/09/2022- Revised Education Requirements and License & Certification.

11/27/2022 - Revised pay grade as a result of CN1746.