



## Consolidated Municipality of Carson City Public Defender

<b>SALARY</b>	\$47.88 - \$76.61 Hourly \$99,590.40 - \$159,348.80 Annually	<b>LOCATION</b>	Carson City, NV
<b>JOB TYPE</b>	FULL-TIME	<b>JOB NUMBER</b>	TBD_06/2023
<b>DEPARTMENT</b>	Public Defender	<b>OPENING DATE</b>	06/01/2023

### Description

**This is a full-time, FLSA-Exempt position with the Carson City Public Defender's Office.** Under administrative direction, plans, organizes, directs and administers the actions of the Public Defender's Office including evaluation of legal complexities concerning cases and defense of indigent defendants in court; and performs related work as required. This position is appointed by the Board of Supervisors pursuant to Nevada Revised Statute (NRS) 260.010 and serves at the pleasure of the Board of Supervisors.

The Board of Supervisors intends to conduct interviews and appoint an individual to the position on Thursday, June 15, 2023 with a start date no later than July 3, 2023.

The Board of Supervisors must comply with the Nevada Open Meeting Law. Therefore, the application and supporting documents submitted by an applicant will be released to the public. Applicants must sign a Waiver and Notice of Public Meeting.

### Examples of Duties

- Direct, organize, plan, coordinate and manage the functions, staff, and services of the Public Defender's Office.
- Develop systems, policies, and practices for the Public Defender's Office to achieve established goals and maximize efficiency.
- Administer, supervise, and perform the investigation and preparation of the defense in cases where the Public Defender's Office has been appointed legal counsel.
- Negotiate with, or direct staff to negotiate with, the Office of the District Attorney and other agencies.
- Prepare, manage, and submit the Public Defender's budget and annual report.
- Analyze and review staff briefs, strategies, and legal opinions.
- Represent the Public Defender's Office by explaining policies and goals to the public, Elected Officials, and other government agencies.
- Serve as a liaison between the Public Defender's Office and other City Departments/Offices, the media, the public, and law enforcement agencies.
- Serve on county, statewide, national committees, councils, or groups, as required.
- Guide trial work for professional legal staff.
- Analyze staff opinions and briefs on legal issues and defenses for suggested revisions and advice.
- Review criminal complaints and analyze for the propriety of charge(s).
- Coordinate investigations and conduct interviews of witnesses.
- Analyze the facts of a case and legal precedents for preliminary hearing motions, stipulations, or waivers.

- Conduct preliminary hearings for defense.
- Analyze preliminary hearing or grand jury transcripts for pre-arraignment writ or motion presentations.
- Interpret and apply law, court decisions, and other legal authorities in the preparation of cases and briefs.
- Conduct jury trials.
- Supervise and manage the assembly of evidence and legal materials for trial purposes and/or discussion of settlements with prosecutors.
- Manage and prepare pleadings and other legal documents in connection with suits, trials, hearings, and other legal proceedings.
- Supervise and prepare appellate cases including briefings and oral arguments before appellate courts.
- Coordinate legal work with the Office of the District Attorney and other law enforcement agencies without impairing the defense.
- Supervise, meet with, and discuss cases with clients and their families.
- May represent parties in termination of parental rights cases and guardianships/probation revocations, including discussing settlements with prosecutors and social workers.
- Perform the most complex legal representation and casework as assigned.
- Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.
- Demonstrates courteous and cooperative behavior when interacting with clients, public, and staff.
- Acts in a manner that promotes a harmonious and effective workplace.
- Contributes to the efficiency and effectiveness of the division's services by offering suggestions and directing or participating as an active member of a work team.

## Typical Qualifications

### Education and Experience:

Juris Doctorate AND admittance to practice law in Nevada AND a minimum of five years of full-time experience in the practice of law with a focus on criminal defense, three years of which were in a supervisory role; OR an equivalent combination of education, training, and experience.

### REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Current membership in the Nevada State Bar is required.
- Valid driver license.
- Qualification under Nevada Supreme Court Rule 250 to act as lead counsel in a capital case preferred at time of hire.
- Qualification, or the ability to become qualified, with the Nevada Department of Indigent Defense Services to provide indigent defense services.

### Required Knowledge and Skills

Knowledge of:

- Judicial procedure and rules of evidence; applicable laws, codes, and regulations.
- Computer applications related to the performance of legal research and writing.
- Techniques for dealing with individuals from various socio-economic, ethnic, and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.
- Correct business English, including spelling, grammar, and punctuation.
- The Penal Code and other Nevada statutes and their application to criminal and civil law.
- Judicial procedures and the rules of evidence.
- The principles of criminal, constitutional and administrative Law.
- Legal research methods and available programs for legal research.
- Principles of budget preparation and fiscal accounting.

Skill in:

- Applying legal principles to individual cases or problems.
- Presenting facts, evidence, and precedents in the form of oral arguments, briefs, opinions, orders, or decisions.
- Understanding and interpreting constitutional provisions, statutes, administrative regulations, and precedents.
- Researching, interpreting, applying, and explaining applicable laws, codes, regulations, and court decisions.

- Using initiative and independent judgment within established procedural guidelines.
- Maintaining accurate records of work performed.
- Compiling and summarizing information and preparing periodic or special reports related to the work of the court or department to which assigned.
- Organizing own work, setting priorities, and meeting critical deadlines.
- Selecting, supervising, and evaluating the performance of assigned staff.
- Planning, monitoring, coordinating, and directing the full scope of operations of the Public Defender's Office.
- Complex and difficult legal representation work in the Public Defender's Office with considerable independence and decision-making latitude.
- Developing effective work teams and motivating individuals to meet goals and objectives.
- Interpreting, understanding, and applying technical reports, statutes, rules, and regulations.
- Performing legal research and analysis, developing legal issues, and presenting clear and logical arguments and statements of fact and law.
- Evaluating work priorities and processes to determine their effectiveness and efficiency.
- Developing and administering the Public Defender's budget.
- Communicating effectively, both orally and in writing.
- Evaluating complex cases and interrupting legal proceedings and precedent, developing sound conclusions, and making effective decisions and/or recommendations.
- Exercising initiative, independent judgment and discretion.
- Maintaining cooperative working relationships with other management staff, elected officials, the general public, and representatives of other departments/offices.
- Effectively presenting and representing the Public Defender's Office in contacts with the public, community organizations, law enforcement agencies and other government jurisdictions.

#### **SUPERVISION RECEIVED AND EXERCISED:**

***Under Administrative Direction*** – Incumbents at this level are responsible for unusual, technical, complex, highly sensitive, political, and far-reaching work related issues and for policy recommendations to political oversight groups. They plan, organize, and determine work methods, implementation mechanisms, and operating procedures used to achieve goals and objectives set forth by general plans, broad policies, budgetary limitations, and legal and professional standards. The incumbents have responsibility for planning and organizing work, as well as considerable latitude interpreting and applying broad policies, rules, and regulations. Work performance is usually measured by total results.

#### **PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone; exposure to traffic conditions and external environment when traveling from one office to another.

### **Supplemental Information**

#### **CONDITIONS OF EMPLOYMENT:**

1. *This is an Unclassified position which means the employee in this position is "At Will" and as such, may be terminated at any time for any reason, or no reason.*
2. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
3. *City employees may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.*
4. *City employees may be required to complete Incident Command System training as a condition of continuing employment.*

5. *New employees are required to submit to a fingerprint- based background investigation which cost the new employee \$56.25 and a drug screen which costs \$36.50. Employment is contingent upon passing the background and the drug screen.*
6. *Carson City participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS, with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment with Carson City must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.887.2103 or go to the U.S. Citizenship and Immigration Services web page at [www.ucis.gov](http://www.ucis.gov).*
7. *Carson City is an Equal Opportunity Employer*

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**Agency**

Consolidated Municipality of Carson City

**Address**

201 North Carson Street, Suite 4

Carson City, Nevada, 89701-4289

**Phone**

7758872103

775-887-2103

**Website**<http://www.carson.org>



## Consolidated Municipality of Carson City Deputy Public Defender

<b>SALARY</b>	\$34.39 - \$50.46 Hourly \$71,531.20 - \$104,956.80 Annually	<b>LOCATION</b>	Carson City, NV
<b>JOB TYPE</b>	FULL-TIME	<b>JOB NUMBER</b>	TBD_06/2023
<b>DEPARTMENT</b>	Public Defender	<b>OPENING DATE</b>	06/01/2023

### Description

This is a full-time, FLSA-Exempt position with the Carson City Public Defender's Office. Under general supervision, performs a wide range of professional criminal defense work in the Public Defender's Office; performs legal research; provides representation to indigent defendants in criminal cases; provides representation in juvenile delinquency proceedings and NRS 432B proceedings; performs legal research; represents the Public Defender on assigned cases; and performs related work as required.

#### DISTINGUISHING CHARACTERISTICS:

This is the first level in the Public Defender series. Incumbents are expected to perform a wide range of the legal assignments performed in the Public Defender's Office. It differs from the Supervising Public Defender classification in that the Supervising Public Defender has more experience and typically handles more difficult cases and/or assignments and is responsible for supervision.

To learn more about the Nevada Public Employees' Retirement System (PERS), [click here \(Download PDF reader\)](#).

**Please Note:** Human Resources determines whether or not you meet the minimum qualifications for the job based on your experience as you describe it on your application. Do not substitute a resume for your application or write "See Attached Resume" on your application. We do not review resumes, unless specifically stated on the job announcement. Qualifying education and experience must be clearly documented in the "Education and Work Experience" section of the application. Applicants not meeting these requirements will not be considered for employment.

### Examples of Duties

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.**

- Review criminal complaints and analyze for the propriety of charge(s).
- Conduct client interviews.
- Coordinate and conduct investigations and interviews.
- Analyze the facts of a case and legal precedents for preliminary hearing motions, stipulations, or waivers.
- Analyze preliminary hearing or grand jury transcripts for pre-arraignment writ or motion presentations.

- Interpret and apply laws, court decisions, and other legal authorities in the preparation of cases and briefs.
- Conduct arraignments, preliminary hearings, and trials.
- Assemble evidence and legal materials for trial purposes and/or discussion of settlements with prosecutors.
- Prepare pleadings and other legal documents in connection with suits, trials, hearings, and other legal proceedings.
- Prepare appellate cases including briefings and oral arguments before appellate courts.
- Carry out procedures for probation, parole revocation, extraditions, insanity matters, and juvenile court cases.
- Represent clients in family court, review petitions for propriety of the proposed actions; conduct hearings on petitions, reviews, and dispositions; and attend case plan meetings/staffing with clients and social workers to include home visits with clients if applicable.
- Coordinate legal work with the District Attorney's office and other law enforcement agencies without impairing the defense.
- Meet with and discuss cases with clients and their families.
- May represent parties in termination of parental rights cases and guardianships/probation revocations and discuss settlements with prosecutors and social workers.
- Demonstrates courteous and cooperative behavior when interacting with clients, public, and staff.
- Acts in a manner that promotes a harmonious and effective workplace.
- Contributes to the efficiency and effectiveness of the division's services by offering suggestions and directing or participating as an active member of a work team.

## Typical Qualifications

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

### Education and Experience:

Juris Doctorate AND admittance to practice law in Nevada.

Experience in the practice of law with a focus on criminal defense is preferred.

### REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid driver license.
- Current membership in the Nevada State Bar is required.

### Required Knowledge and Skills

Knowledge of:

- Judicial procedure and rules of evidence; applicable laws, codes, and regulations.
- Computer applications related to the performance of legal research and writing.
- Techniques for dealing with individuals from various socio-economic, ethnic, and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.
- Correct business English, including spelling, grammar, and punctuation.
- The Penal Code and other Nevada statutes and their application to criminal and civil law.
- Judicial procedures and the rules of evidence.
- The principles of criminal, constitutional and administrative Law.
- Legal research methods and available programs for legal research.
- Principles of budget preparation and fiscal accounting.

Skill in:

- Performing a regular caseload of legal representation work in the Public Defender's Office with considerable independence.
- Analyzing facts and applying legal principles and precedents to specific criminal and civil cases.

- Performing legal research, developing legal issues, and presenting clear and logical arguments and statements of fact and law.
- Communicating effectively, both orally and in writing.
- Maintaining effective working relationships with others.
- Effectively representing the Public Defender's Office in contacts with the public, community organizations, law enforcement agencies, and other government jurisdictions.

## Supplemental Information

### **SUPERVISION RECEIVED AND EXERCISED:**

**Under General Supervision** - Incumbents at this level are given assignments and objectives that are governed by specifically outlined work methods and a sequence of steps, which are explained in general terms. The responsibility for achieving the work objectives, however, rests with a superior. Immediate supervision is not consistent, but checks are integrated into work processes and/or reviews are frequent enough to ensure compliance with instructions.

### **PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone; exposure to traffic conditions and external environment when traveling from one office to another.

### **CONDITIONS OF EMPLOYMENT:**

1. *This is an Unclassified position which means the employee in this position is "At Will" and as such, may be terminated at any time for any reason, or no reason.*
2. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
3. *City employees may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.*
4. *City employees may be required to complete Incident Command System training as a condition of continuing employment.*
5. *New employees are required to submit to a fingerprint-based background investigation which cost the new employee \$56.25 and a drug screen which costs \$36.50. Employment is contingent upon passing the background and the drug screen.*
6. *Carson City participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS, with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment with Carson City must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.887.2103 or go to the U.S. Citizenship and Immigration Services web page at [www.ucas.gov](http://www.ucas.gov).*

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#### **Agency**

Consolidated Municipality of Carson City

#### **Address**

6/5/23, 1:39 PM

Job Bulletin

201 North Carson Street, Suite 4

**Phone**

Carson City, Nevada, 89701-4289

7758872103

775-887-2103

**Website**

<http://www.carson.org>





## Consolidated Municipality of Carson City Senior Deputy Public Defender

<b>SALARY</b>	\$41.20 - \$52.54 Hourly \$85,696.00 - \$109,283.20 Annually	<b>LOCATION</b>	Carson City, NV
<b>JOB TYPE</b>	FULL-TIME	<b>JOB NUMBER</b>	TBD_06/2023
<b>DEPARTMENT</b>	Public Defender	<b>OPENING DATE</b>	06/01/2023

### Description

This is a full-time, FLSA-Exempt position with the Carson City Public Defender's Office. Under general supervision, performs a wide range of professional criminal defense work in the Public Defender's Office; performs legal research; provides representation to indigent defendants in criminal cases; provides representation in juvenile delinquency proceedings and NRS 432B proceedings; performs legal research; represents the Public Defender on assigned cases; and performs related work as required.

#### DISTINGUISHING CHARACTERISTICS:

This is the second level in the Deputy Public Defender series. Incumbants are expected to perform a wide range of the regular legal assignments performed in the Public Defender's Office. It differs from the Deputy Public Defender classification in that the assignment of matters are more complex and require more experience and knowledge. The Senior Deputy Public Defender is the highest classification that can be achieved without supervisory or administrative responsibility.

To learn more about the Nevada Public Employees' Retirement System (PERS), [click here \(Download PDF reader\)](#).

**Please Note:** Human Resources determines whether or not you meet the minimum qualifications for the job based on your experience as you describe it on your application. Do not substitute a resume for your application or write "See Attached Resume" on your application. We do not review resumes, unless specifically stated on the job announcement. Qualifying education and experience must be clearly documented in the "Education and Work Experience" section of the application. Applicants not meeting these requirements will not be considered for employment.

### Examples of Duties

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Review criminal complaints and analyze for the propriety of charge(s).
- Conduct client interviews.
- Coordinate and conduct investigations and interviews.
- Analyze the facts of a case and legal precedents for preliminary hearing motions, stipulations, or waivers.
- Analyze preliminary hearing or grand jury transcripts for pre-arraignment writ or motion presentations.

- Interpret and apply laws, court decisions, and other legal authorities in the preparation of cases and briefs.
- Conduct arraignments, preliminary hearings, and trials.
- Assemble evidence and legal materials for trial purposes and/or discussion of settlements with prosecutors.
- Prepare pleadings and other legal documents in connection with suits, trials, hearings, and other legal proceedings.
- Prepare appellate cases including briefings and oral arguments before appellate courts.
- Carry out procedures for probation, parole revocation, extraditions, insanity matters, and juvenile court cases.
- Represent clients in family court, review petitions for propriety of the proposed actions; conduct hearings on petitions, reviews and dispositions; and attend case plan meetings/staffing with clients and social workers to include home visits with clients if applicable.
- Coordinate legal work with the District Attorney's office and other law enforcement agencies without impairing the defense.
- Meet with and discuss cases with clients and their families.
- May represent parties in termination of parental rights cases and guardianships/probation revocations and discuss settlements with prosecutors and social workers.
- Demonstrates courteous and cooperative behavior when interacting with clients, public, and staff.
- Acts in a manner that promotes a harmonious and effective workplace.
- Contributes to the efficiency and effectiveness of the division's services by offering suggestions and directing or participating as an active member of a work team.

## Typical Qualifications

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

### Education and Experience:

Juris Doctorate AND admittance to practice law in Nevada AND a minimum of three years of full-time experience as a Deputy Public Defender with the Carson City Public Defender's Office; OR an equivalent combination of education, training, and experience.

### Required Certificates, Licenses, and Registrations:

- Valid driver's license
- Current membership in the Nevada State Bar is required.
- Qualification under Nevada Supreme Court Rule 250 to act as lead counsel in a capital case is preferred.

### Required Knowledge and Skills

Knowledge of:

- Judicial procedure and rules of evidence; applicable laws, codes, and regulations.
- Computer applications related to the performance of legal research and writing.
- Techniques for dealing with individuals from various socio-economic, ethnic, and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.
- Correct business English, including spelling, grammar, and punctuation.
- The Penal Code and other Nevada statutes and their application to criminal and civil law.
- Judicial procedures and the rules of evidence.
- The principles of criminal, constitutional and administrative Law.
- Legal research methods and available programs for legal research.
- Principles of budget preparation and fiscal accounting.

Skill in:

- Performing a complex caseload of legal representation work in the Public Defender's Office with considerable independence.
- Analyzing facts and applying legal principles and precedents to specific criminal and civil cases.
- Performing legal research, developing legal issues, and presenting clear and logical arguments and statements of fact and law.

- Communicating effectively, both orally and in writing.
- Maintaining effective working relationships with others.
- Effectively representing the Public Defender's Office in contacts with the public, community organizations, law enforcement agencies, and other government jurisdictions.

## Supplemental Information

### SUPERVISION RECEIVED AND EXERCISED:

**Under General Supervision** - Incumbents at this level are given assignments and objectives that are governed by specifically outlined work methods and a sequence of steps, which are explained in general terms. The responsibility for achieving the work objectives, however, rests with a superior. Immediate supervision is not consistent, but checks are integrated into work processes and/or reviews are frequent enough to ensure compliance with instructions.

### PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone; exposure to traffic conditions and external environment when traveling from one office to another.

### CONDITIONS OF EMPLOYMENT:

1. *This is an Unclassified position which means the employee in this position is "At Will" and as such, may be terminated at any time for any reason, or no reason.*
2. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
3. *City employees may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.*
4. *City employees may be required to complete Incident Command System training as a condition of continuing employment.*
5. *New employees are required to submit to a fingerprint-based background investigation which cost the new employee \$56.25 and a drug screen which costs \$36.50. Employment is contingent upon passing the background and the drug screen.*
6. *Carson City participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS, with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment with Carson City must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.887.2103 or go to the U.S. Citizenship and Immigration Services web page at [www.ucis.gov](http://www.ucis.gov).*

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#### Agency

Consolidated Municipality of Carson City

#### Address

201 North Carson Street, Suite 4

Carson City, Nevada, 89701-4289

**Phone**

7758872103

775-887-2103

**Website**

<http://www.carson.org>



## Consolidated Municipality of Carson City Supervising Deputy Public Defender

<b>SALARY</b>	\$49.45 - \$57.72 Hourly \$102,855.17 - \$120,059.47 Annually	<b>LOCATION</b>	Carson City, NV
<b>JOB TYPE</b>	FULL-TIME	<b>JOB NUMBER</b>	TBD_06/2023
<b>DEPARTMENT</b>	Public Defender	<b>OPENING DATE</b>	06/01/2023

### Description

**This is a full-time, FLSA-Exempt position with the Carson City Public Defender's Office.** Under direction, plans, supervises, and coordinates the work of professional legal and legal support staff in the Public Defender's Office; performs a wide range of the most complex professional criminal defense work; provides representation to indigent defendants in criminal cases; provides representation in juvenile delinquency proceedings and NRS 432B proceedings; performs legal research; represents the Public Defender on assigned cases; and performs related work as required.

#### DISTINGUISHING CHARACTERISTICS:

This is the first supervisory level in the Deputy Public Defender series. Incumbents are assigned to supervise other professional legal staff in the Public Defender's Office, as well as perform the most difficult and complex professional legal, investigative, and research work. This class differs from Senior Deputy Public Defender in that incumbents are assigned full supervisory responsibilities.

To learn more about the Nevada Public Employees' Retirement System (PERS), [click here \(Download PDF reader\)](#).

***This posting will be used to fill up to 3 current vacancies.***

*Please Note: Human Resources determines whether or not you meet the minimum qualifications for the job based on your experience as you describe it on your application. Do not substitute a resume for your application or write "See Attached Resume" on your application. We do not review resumes, unless specifically stated on the job announcement. Qualifying education and experience must be clearly documented in the "Education and Work Experience" section of the application. Applicants not meeting these requirements will not be considered for employment.*

### Examples of Duties

***This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.***

- Guide trial work for an assigned professional legal staff.
- Schedule and assign work, provide training, and perform staff evaluations.
- Analyze staff opinions and briefs on legal issues and defenses for suggested revisions and advice.

- Confer and discuss cases and legal problems and issues with assigned legal staff.
- Provide input to the Public Defender regarding budget development and control, personnel issues and problems, and development of policies and procedures.
- Responsible for the office in the absence of the Public Defender.
- Review criminal complaints and analyze for the propriety of charge(s).
- Conduct client interviews.
- Coordinate and conduct investigations and interviews of witnesses.
- Analyze the facts of a case and legal precedents for preliminary hearing motions, stipulations, or waivers.
- Analyze preliminary hearing or grand jury transcripts for pre-arraignment writ or motion presentations.
- Interpret and apply law, court decisions, and other legal authorities in the preparation of cases and briefs.
- Represent clients in family court, review petitions for propriety of the proposed actions; conduct hearings on petitions, reviews, and dispositions; and attend case plan meetings/staffing with clients and social workers to include home visits with clients if applicable.
- Conduct arraignments, preliminary hearings, and trials.
- Assemble evidence and legal materials for trial purposes and/or discussion of settlements with prosecutors.
- Prepare pleadings and other legal documents in connection with suits, trials, hearings, and other legal proceedings.
- Prepare appellate cases including briefings and oral arguments before appellate courts.
- Carry out the procedures for probation, parole revocation, extraditions, insanity matters, and juvenile court cases.
- Coordinate legal work with the District Attorney's office and other law enforcement agencies without impairing the defense.
- Meet with and discuss cases with clients and their families.
- May represent parties in termination of parental rights cases and guardianships/probation revocations, including discussing settlements with prosecutors and social workers.
- Perform the more complex legal representation and casework as assigned.
- Demonstrates courteous and cooperative behavior when interacting with clients, public, and staff.
- Acts in a manner that promotes a harmonious and effective workplace.
- Contributes to the efficiency and effectiveness of the division's services by offering suggestions and directing or participating as an active member of a work team.

## Typical Qualifications

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

### Education and Experience:

Juris Doctorate AND admittance to practice law in Nevada AND a minimum of five years of full-time experience as a Deputy Public Defender with the Carson City Public Defender's Office; OR an equivalent combination of education, training, and experience.

### REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid driver license.
- Current membership in the Nevada State Bar is required.
- Qualification under Nevada Supreme Court Rule 250 to act as lead counsel in a capital case is preferred.

### Required Knowledge and Skills

Knowledge of:

- Judicial procedure and rules of evidence; applicable laws, codes, and regulations.
- Computer applications related to the performance of legal research and writing.
- Techniques for dealing with individuals from various socio-economic, ethnic, and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.
- Correct business English, including spelling, grammar, and punctuation.
- The Penal Code and other Nevada statutes and their application to criminal and civil law.
- Judicial procedures and the rules of evidence.

- The principles of criminal, constitutional and administrative Law.
- Legal research methods and available programs for legal research.
- Principles of budget preparation and fiscal accounting.

Skill in:

- Performing a regular caseload of legal representation work in the Public Defender's Office with considerable independence.
- Supervising personnel, including training, assigning, and reviewing work, administering discipline, and conducting performance evaluations.
- Implementing work methods and procedures that promote a safe working environment and ensure proper staff training in work safety.
- Handling complex and difficult legal representation work in the Public Defender's Office with considerable independence and decision-making latitude.
- Analyzing facts and applying legal principles and precedents to specific criminal and civil cases.
- Performing legal research, developing legal issues, and presenting clear and logical arguments and statements of fact and law.
- Communicating effectively, both orally and in writing.
- Maintaining effective working relationships with others.
- Effectively representing the Public Defender's Office in contacts with the public, community organizations, law enforcement agencies, and other government jurisdictions.
- Developing effective work teams and motivating individuals to meet goals and objectives.
- Evaluating work priorities and processes to determine their effectiveness and efficiency.

## Supplemental Information

### **SUPERVISION RECEIVED AND EXERCISED:**

**Under Direction** - Assignments and objectives are presented to incumbents at this level and established work processes are to be followed. Incumbents have some flexibility in the selection of work methods, the timing of work processes, and the methods of completing tasks. Supervision is periodic and is usually initiated by employee and/or when important problems, significant changes from past procedures, and policy implications are involved.

### **PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone; exposure to traffic conditions and external environment when traveling from one office to another.

### **CONDITIONS OF EMPLOYMENT:**

1. *This is an Unclassified position which means employees in this position are "At Will" and as such, may be terminated at any time for any reason, or no reason.*
2. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
3. *City employees may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a*

- non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.*
4. *City Employees may be required to complete Incident Command System training as a condition of continuing employment.*
  5. *New employees are required to submit to a fingerprint-based background investigation which cost the new employee \$56.25 and a drug screen which costs \$36.50. Employment is contingent upon passing the background and the drug screen.*
  6. *Carson City participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS, with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment with Carson City must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.887.2103 or go to the U.S. Citizenship and Immigration Services web page at [www.ucas.gov](http://www.ucas.gov).*
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**Agency**

Consolidated Municipality of Carson City

**Address**

201 North Carson Street, Suite 4

Carson City, Nevada, 89701-4289

**Phone**

7758872103

775-887-2103

**Website**<http://www.carson.org>





## Consolidated Municipality of Carson City Office Manager - Public Defender's Office

<b>SALARY</b>	\$24.99 - \$37.49 Hourly \$51,982.94 - \$77,975.66 Annually	<b>LOCATION</b>	Carson City, NV
<b>JOB TYPE</b>	FULL-TIME	<b>JOB NUMBER</b>	TBD_06/2023
<b>DEPARTMENT</b>	Public Defender	<b>OPENING DATE</b>	06/01/2023

### Description

This is a full-time, FLSA-Exempt position with the Carson City Public Defender's Office. Under direction, supervises and administers office support staff and diverse activities for the City; assists with the budget; and performs varied project and administrative support work.

To learn more about the Nevada Public Employees' Retirement System (PERS), [click here \(Download PDF reader\)](#).

**Please Note:** Human Resources determines whether or not you meet the minimum qualifications for the job based on your experience as you describe it on your application. Do not substitute a resume for your application or write "See Attached Resume" on your application. We do not review resumes, unless specifically stated on the job announcement. Qualifying education and experience must be clearly documented in the "Education and Work Experience" section of the application. Applicants not meeting these requirements will not be considered for employment.

### Examples of Duties

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.**

- Plans, organizes, supervises and reviews the work of the legal assistants; and performs diverse office and general administrative support activities.
- Coordinates activities and services with those of other City departments/Elected Offices to meet the needs, goals, and objectives of the Public Defender's Office; and assists in setting goals and objectives for the office.
- Develops and implements procedures for and directs administrative activities such as coordinated records management and storage, word processing, clerical processing, and related activities.
- Assists with the review and implementation of the Public Defender's Office budget.
- Processes invoices for accounts payable; reviews and approves timesheets; and assists with budget management.
- Research operational, budgetary, and administrative problems for the Public Defender's Office, and evaluates alternatives, recommends solutions, and implements adopted changes.
- Performs significant administrative support for the Public Defender.
- Answers inquiries, provides information and resolves complaints from the public or employees regarding assigned functions and activities, which often requires the use of judgment and the interpretation of policies, rules, and procedures.
- Compiles statistical data and information, maintains various records, and prepares special and periodic reports.

- Contributes to the overall quality of the Public Defender's Office service provision by developing and coordinating work teams and by reviewing, recommending, and implementing improved policies and procedures.
- Demonstrates courteous and cooperative behavior when interacting with the public and City staff; acts in a manner that promotes a harmonious and effective workplace environment.
- Maintains absolute confidentiality of work-related issues, records, and City information.

## Typical Qualifications

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

### Education and Experience:

Equivalent to a high school diploma or GED; AND four (4) years of administrative including some supervisory experience; OR an equivalent combination of education, training and experience as determined by Human Resources.

### REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid driver's license

### Required Knowledge and Skills

Knowledge of:

- Principles and practices of developing teams, motivating employees, and managing in a team environment.
- Principles and practices of public administration, Nevada and Federal legislation processes, policies, procedures, lobbying and testifying.
- Policies, practices, and procedures of Carson City and its governing Boards, Committees and Commissions.
- Organizational structure of Carson City, City operations and services in relation to other governments, agencies, community organizations and citizen groups.
- Principles and practices of budget development and administration, basic accounting, public finance, grant writing and administration.
- Principles and practices of employee supervision.
- Applicable laws, codes, and regulations.
- Use of specified computer applications involving the design and management of databases or spreadsheet files and the development of special report formats and other computer applications related to accomplishing the job tasks.
- Terms and acronyms commonly used in the assigned function.
- Correct business English, including spelling, grammar, and punctuation.
- Principles and techniques of making effective oral presentations.
- Business mathematics, including statistics and financial analysis techniques.
- Records management principles and practices.
- Techniques for dealing with a variety of individuals, at all levels of responsibility, in person and over the telephone, often where relations may be confrontational or strained.
- Communicating effectively in oral and written forms.
- Office management practices and procedures, including records management and the operation of standard office equipment.
- Microsoft Office suite.

Skill in:

- Interpreting and training others on management policies and procedures.
- Planning, organizing, supervising, and evaluating the work of others.
- Developing and implementing goals, objectives, policies, procedures, and work standards.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Designing and presenting written materials and audio and visual materials.

- Formulating goals, objectives, strategies, and action plans.
- Developing and monitoring an annual budget.
- Interpreting and applying statutes, codes, regulations, and policies.
- Recognizing and understanding issues of a sensitive nature; analyzing situations, identifying appropriate alternatives, and recognizing consequences of proposed action and non-action; negotiating mutually satisfactory solutions to issues and implementing appropriate responses and/or recommendations.
- Providing explanations, information, answering questions and making recommendations for action in a manner that does not intimidate or provoke members of the public.
- Organizing and prioritizing work to meet schedules and timelines.
- Working independently and exercising good judgment and confidentiality.
- Understanding, applying, and explaining office and administrative processes and procedures.
- Preparing clear and concise reports, correspondence, and other written materials.
- Analyzing and resolving varied office administrative problems.
- Using initiative and independent judgment within established procedural guidelines.
- Organizing, prioritizing, and coordinating work activities, coordinating multiple activities, and meeting critical deadlines.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Interpreting, applying, and explaining complex federal, state, and local laws and regulations.
- Preparing clear and concise reports, policies, procedures, correspondence, and other written materials.
- Using initiative and independent judgment within general policy guidelines.
- Dealing successfully with a variety of individuals from various socioeconomic, ethnic, and cultural backgrounds, in person and over the telephone.
- Contributing effectively to the accomplishment of team goals, objectives, and activities.

## Supplemental Information

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7. *Carson City is an Equal Opportunity Employer.*

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