

AUGLAIZE COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Cover Page 1 of 2

Agency:	Public Defender Commission	Employee Name:	
Class Title:	Public Defender	Position Title:	Public Defender
Class Number:	63878PD	Position Number:	13:100000.0
Dept./Div.:	Public Defender's Office	Civil Service Status:	Unclassified
Unit:	N/A	Employment Status:	Full-time
Reports To:	Public Defender Commission	FLSA Status:	Exempt
EEO Status:	(01) Officials/Administrators	DOT/O*Net Code:	110.107-010
		Normal Work Hours:	Weekdays 8:30 a.m. – 4:30 p.m.

GENERAL DESCRIPTION:

Under administrative direction of the public defender commission, serves as executive officer for commission (e.g., establishes goals and objectives; creates and implements policies and procedures; forecasts expenditures and develops operational budget; supervises and coordinates all operations in public defender's office; hires staff; provides legal expertise; etc.); represents clients in legal proceedings.

QUALIFICATIONS: An example of acceptable qualifications:

Licensed attorney with a minimum of four (4) years experience in the practice of law and be admitted to the practice of law in Ohio at least one (1) year prior to appointment.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio driver's license and maintain insurability under the county's vehicle insurance policy; notary; licensed attorney.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Motor vehicle, telephone, personal computer, printer, copier, fax machine, and other commonly utilized office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); has contact with potentially violent or emotionally distraught persons.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, OH 43017

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed both the Cover Page(s) and the Inside Page(s) of my position description, and that I understand the contents of the position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

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Inside Page 1 of 2

Agency:	Public Defender Commission	Employee Name:	
Class Title:	Public Defender	Position Title:	Public Defender
Class Number:	63878C	Position Number:	13:100000.0
Dept./Div.:	Public Defender's Office	Reports To:	Public Defender Commission
Unit:	N/A		

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 20% (1) Coordinates, supervises, and directs all office operations and activities; hires staff, recommends and adjusts pay assignments, resolves conflicts, and imposes disciplinary action when necessary; keeps and maintains financial records of all cases handled and develops records for use in the calculation of direct and indirect costs in the operation of the office and reports monthly pursuant to the rules of the Ohio public defender commission to the county public defender commission and to the Ohio public defender commission on all relevant data on the operations of the office, costs, projected needs, and recommendations for legislation or amendments to court rules, as may be appropriate to improve the criminal justice system; appoints assistant county public defenders and all other personnel necessary to the functioning of the county public defender's office; determines indigency of persons, subject to review by the court; prepares, reviews, and submits office budget and staff assignments for approval to public defender commission and board of county commissioners; monitors office expenditures; approves travel requests; determines office policies and procedures; approves required reports.
- 45% (2) Meets with and advises clients; provides legal counsel to clients; prepares correspondence; compiles evidence for court actions; compiles information for court cases; conducts legal research; examines data against legal precedents; explains government laws or regulations; examines evidence to determine if it will support charges; identifies laws or court decisions relevant to pending cases; interprets laws or legislation; interviews clients, crime witnesses, or victims to obtain descriptive information; provides legal expertise to legal staff and assists in preparing cases for presentation.
- 30% (3) Prepares for and attends court hearings (e.g., organizes legal information or records; prepares and reviews legal correspondence and documents; directs serving of legal documents; confers with prosecuting attorney; files documents in court; makes presentations; participates in appeals hearings); provides post conviction legal counsel to clients (e.g., assists clients in obtaining behavioral health assessments and services, motions for early release, appeals, etc.).
- (4) Maintains required licensures and certifications.
- (5) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

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Unit:	N/A		

(6) Attends professional education and training sessions, seminars, and workshops as directed.

OTHER DUTIES AND RESPONSIBILITIES:

5% Performs other duties as required.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: agency goals and objectives; agency policies and procedures; federal, state, and local laws; criminal law; judicial system and process in Ohio; rules of evidence; courtroom procedures; legal terminology; supervisory principles and practices; human relations; case preparation techniques; court filing procedures; general management; basic accounting; legal counseling; interviewing; community resources and services; public relations.

Skill in: telephone console operation; use of modern office equipment; computer operation.

Ability to: deal with many variables and determine specific action; understand a variety of written and/or verbal communications; apply management principles to solve agency problems; understand, interpret, and apply laws, rules, or regulations to specific situations; prepare and review pleadings, briefs, motions, and memoranda; gather, collate, and classify information; handle complex legal issues involving significant risks, personal pressure, and unusual attention to detail; determine material and equipment needs; train or instruct others; conduct effective interviews; communicate effectively; prepare and deliver speeches and presentations; develop and maintain effective working relationships; handle sensitive inquiries from and contacts with officials and general public; resolve complaints; use proper research methods to gather data; calculate fractions, decimals, and percentages.

POSITION NUMBERS AND CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

Assistant public defender 2 (13:100101.0); assistant public defender 3 (13:100102.5); legal secretary (13:100103.0); typist 2(13:100104.0).

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