

COUNTY OF SANTA CRUZ



INVITES YOU TO APPLY FOR:

**Attorney I – Public Defender
\$7,524 – 9,155 / Month**

**Attorney II – Public Defender
\$9,504 - 11,549 / Month**

**Attorney III - Public Defender
\$11,287 – 13,714 / Month**

**Attorney IV– Public Defender
\$13,173 – 16,014 / Month**

Closing Date: Monday, May 24, 2021

Job # 21-PDX-01

Open and Promotional

SUPPLEMENTAL QUESTIONNAIRE REQUIRED

Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060

Apply online at: www.santacruzcountyjobs.com

EQUAL OPPORTUNITY EMPLOYER

THE JOB: The County of Santa Cruz is seeking to fill Attorney positions for the newly created Public Defender's Office. Attorneys will provide indigent defense services to a broad range of clients including juvenile, adult, misdemeanor, and felony defendants. The main duties will be to provide criminal/civil defense representation to indigent clients, prepare and present criminal/civil cases to the court, manage a routine caseload, perform legal research and cross examinations. Entry-level Attorneys (level I) are assigned routine cases and may assist a more experienced attorney. The level II Attorney is expected to independently manage a routine caseload and may be assigned on-going administrative responsibility for a functional area. The III and IV level Attorneys may also be assigned to complex and difficult criminal cases. The III level may be assigned ongoing administrative responsibility for a functional area and IV level Attorneys may provide supervision to junior attorneys. An ideal candidate will possess previous indigent defense experience and knowledge of local indigent defense services.

Please note you will only need to submit one application for the multiple levels. You will be placed on all lists for which you meet the minimum qualifications and are successful through the civil service examination process.

THE REQUIREMENTS: Any combination of training and experience that would provide the required knowledge and abilities is qualifying unless otherwise specified. A typical way to obtain these would be:

Attorney I: Graduation from law school. Incumbents are required to be members of the California State Bar but need no experience practicing law and will work under the direction of a more experienced attorney.

Attorney II: One year of experience as an attorney practicing criminal law.*

Attorney III: Two years of experience as an attorney practicing criminal law.*

Attorney IV: Three years of experience as an attorney practicing criminal law.*

**Experience in the practice of civil law may be substituted for criminal law for positions assigned to applicable divisions.*

SPECIAL REQUIREMENT: Membership in the California State Bar is required for all levels. (NOTE: For Attorney I, law school graduates who have taken the California Bar Exam and not yet received their results, may participate in a recruitment/examination process. Names of candidates who pass the County examination will be placed "inactive" on the eligible list until the County receives written confirmation of their passing the California State Bar Exam).

Background Investigation: At minimum, this process will include finger printing and is subject to additional background standards established by appointing authority.

Knowledge:

Attorney I: Some knowledge of legal principles and their application; legal research methods; the principles and practices of criminal law; analyzing and applying legal principles, facts, evidence and precedents to legal problems; and maintaining harmonious and cooperative relationships with fellow staff members, other personnel and the public.

Attorney II: Working knowledge of the above and California Criminal law; rules of the courts, and procedures and policies of a Public Defender's Office.

Attorney III: Thorough knowledge of all the above.

Attorney IV: Thorough knowledge of all the above; principles of supervision and administrative practices and significant independence in handling difficult and complex cases.

Ability to:

Attorney I: Analyze and apply legal principles and precedent to legal problems; present statements of fact, law and argument clearly and logically in written and oral form; act as an effective trial advocate; establish and maintain effective working relationships with those contacted during the course of the work; and adhere to ethical standards.

Attorney II, III, IV: All of the above and the ability to analyze and appraise a variety of legal documents and instruments; provide technical and administrative supervision, advise and training; make case filing decision and negotiate settlement decisions. Some positions may require the ability to administer a functional program area of the Public Defender's Office.

THE EXAMINATION: Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

HOW TO APPLY: Apply online at www.santacruzcountyjobs.com or mail/bring an application, and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

Women, minorities and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600. To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

ATTORNEY I/II/III/IV - SUPPLEMENTAL QUESTIONNAIRE

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.

1. Indicate your CA State Bar membership number and the date you were admitted to the Bar.
2. How many years have you practiced law?
 less than 1 year 1 year 2 years 3 years 4 years 5 years 6 years 7 years
 8 years 9 years 10+ years
3. How many years have you been an attorney in a Public Defender's Office?
 less than 1 year 1 year 2 years 3 years 4 years 5 years 6 years 7 years
 8 years 9 years 10+ years
4. How many years of supervision experience do you have as an Attorney?
 N/A 1 year 2 years 3 years 4 years 5 or more years

For questions 5 - 7 please limit your response to 2 pages per question.

5. Please describe your experience with indigent defense representation in the County of Santa Cruz. Please be specific as to your responsibilities, the nature and subject matter of your caseload, and any related information that you believe would assist the reviewing committee. If applicable, please also describe your experience with supervision, including the number of attorneys supervised and their caseloads.
6. Please describe any criminal defense and/or courtroom experience you possess. Describe the types of hearings in which you have appeared, including number and average length of trials, types of witnesses, and complexity of issues. Also include any experience with discovery, motions filed, evidentiary procedures in federal and/or state court, and types of criminal cases handled.
7. The Public Defender's Office will be a new County department, providing the opportunity to examine current practices and determine what works and what might be improved. Where do you think the new office should focus its efforts in the first year?

EMPLOYEE BENEFITS:

VACATION - 16 days 1st year, increasing to 31 days per year after 15 years of service. Available after 1 year service.

ADMINISTRATIVE LEAVE - One week advanced upon appointment; two weeks accrued each year, which may be taken in cash or time off.

HOLIDAYS - 13 paid holidays per year.

SICK LEAVE - Six days per year.

BEREAVEMENT LEAVE - 3 days paid in California, 5 days paid out-of-state.

MEDICAL PLAN - The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

DENTAL PLAN - County pays for employee and eligible dependent coverage.

VISION PLAN - The County pays for employee coverage. Employee may purchase eligible dependent coverage.

RETIREMENT AND SOCIAL SECURITY - Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

LIFE INSURANCE - County paid \$50,000 term policy. Employee may purchase additional life insurance.

LONG TERM DISABILITY PLAN - Plan pays 66 2/3% of the first \$13,500, up to \$9,000 per month maximum.

DEPENDENT-CARE PLAN - Employees who pay for qualifying child or dependent care expenses may elect this pre-tax program.

H-CARE PLAN - Employees who pay a County medical premium may elect this pre-tax program.

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA) - Employees may elect this pre-tax program to cover qualifying health care expenses.

DEFERRED COMPENSATION - A deferred compensation plan is available to employees.

Note: Provisions of this bulletin do not constitute an expressed or implied contract.

County of Santa Cruz
www.santacruzcountyjobs.com

LIVE Here

WORK Here

PLAY Here