



County of Humboldt

Deputy Public Defender I/II

SALARY	\$30.84 - \$47.12 Hourly \$64,147.20 - \$98,009.60 Annually	LOCATION	Eureka, CA
JOB TYPE	Full-time	JOB NUMBER	24-00372
DEPARTMENT	Public Defender	DIVISION	219 - Public Defender
OPENING DATE	05/09/2025	CLOSING DATE	Continuous

DEFINITION



DEPUTY PUBLIC DEFENDER I/II **County of Humboldt Public Defender's Office**

Are you interested in making a difference? If so, please consider joining our dedicated team at the County of Humboldt Public Defender's Office!

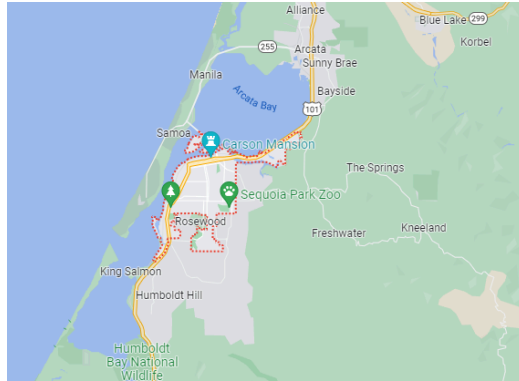
What You'll Do:

This position is responsible for a variety of duties, including;

- Prepares the defense for court-appointed cases in a variety of misdemeanor cases.
- Conducts pretrial case preparation, legal research; coordinates investigative activities with Public Defender Investigator.
- Represents clients at arraignments, pretrials, jury trials.

Where You'll Do It:

This position is located in Eureka, California.



A typical work schedule for this position is M-F; 8-5

Please note: This is a continuous recruitment and Human Resources reserves the right to close this recruitment at any time.

DEFINITION

Under general supervision, performs legal work of a routine to complex nature; provides public defense and legal services for court-appointed cases; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a multi-level class in which incumbents may be assigned to any of four levels, depending upon experience, proficiency gained, and the complexity of assigned cases. The work may be related to any of a number of criminal areas, including both felonies and misdemeanors, and involves providing legal defense for indigent court-referred clients. Involvement in formal litigation, discretionary powers, and direction of the work of other professional staff increase as incumbents progress through the various levels. Deputy Public Defender IV is considered to be the highest level non-supervisory class, fully capable of working independently in any number of complex areas and providing direction and training to less experienced staff. While expertise may be gained in a specialized area, incumbents may direct or assist with the defense of others from pretrial through appeal stages. These classes are distinguished from Assistant Public Defender in that the latter is a full supervisory class with responsibility for a major area of County legal matters and may act as the Public Defender on a relief basis.



EXAMPLES OF DUTIES

- Prepares the defense for court-referred clients in a variety of felony cases.
- Confers with clients advising them of charges and legal rights; reviews police reports and explains legal procedures; arranges for the release of in-custody clients if possible; explores potential admission to state mental health facilities;
- Conducts pretrial case preparation, legal research and necessary investigation; coordinates investigative activities with Public Defender investigator staff.
- Appears at pretrials, trials, arraignments, revocation and bail hearings, and preliminary, intervention and conservatorship hearings to represent clients.
- Prepares suppression motions, motions to dismiss, motions to withdraw a plea, appellate briefs, and motions for judicial recommendation against deportation.
- Investigates and prepares responses to prosecution claims; negotiates with prosecution attorneys for case disposition or modification.
- Performs trial work including jury selection, examination and cross-examination and argument of the defense case.
- Prepares a variety of legal documentation, including reports, correspondence and opinions related to client cases.
- Maintains accurate records and files and compiles reports of work performed.
- Monitors legal developments, including proposed legislation and court decisions; evaluates their impact on public defense activities and recommends appropriate action.
- Directs the work of professional and support staff as assigned.

QUALIFICATIONS

NOTE: The level and scope of the knowledge and skills listed below are related to experience, proficiency and complexity of assigned cases as specified under Distinguishing Characteristics.

Knowledge of:

- Principles, philosophy and practice of criminal law, especially as related to the defense of court-referred clients.
- Principles, methods and techniques of legal research and investigation.
- Judicial procedures and rules of evidence.
- State and federal laws and constitution provisions affecting public defense from pretrial through appeal.

Skill in:

- Defining issues, performing legal research, analyzing problems, evaluating alternatives and making appropriate recommendations.
- Presenting statements of fact, law and argument clearly and logically.
- Exercising sound, independent judgment within the general policy guidelines and legal parameters.
- Interpreting state and federal laws and constitutional provisions affecting public defense activities.
- Representing assigned clients effectively in hearings, courts of law and meetings with others.
- Preparing clear, concise and legally sufficient written materials.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Other Requirements:

Must possess a valid California driver's license. Must be a current member of the California State Bar Association.

Desirable Education and Experience:

A typical way to obtain the knowledge and skills outlined above is:

Deputy Public Defender I: Equivalent to graduation from a four year college or university, plus an appropriate law degree.

Deputy Public Defender II: In addition to the above, one year of experience as an attorney engaged in the practice of law in the State of California, preferably in the area of criminal defense.

Deputy Public Defender III: In addition to the above, two additional years of experience (for a total of three years) as an attorney engaged in the practice of law in the State of California, preferably in the area of criminal law.

Deputy Public Defender IV: In addition to the above, two additional years of experience (for a total of five years) as an attorney engaged in the practice of law in the State of California, preferably in the area of criminal defense. Demonstrated increased ability to successfully defend complex and high penalty cases with a minimum of supervision is required for advancement to the level of Deputy Public Defender IV.

WORKING CONDITIONS & ADDITIONAL INFORMATION

ADDITIONAL INFORMATION

HOW TO APPLY

A complete, original application must be filed for each position you are interested in applying for. Applicants must apply online through the County's automated application system at <https://www.governmentjobs.com/careers/humboldtcountyca>.

Applications must be submitted no later than the final filing date and time listed on the job flyer.

It is important that your application shows all the relevant education and experience you possess. Human Resources staff does not consider or review resumes or attachments. Incomplete applications will be rejected.

Please read the job requirements section of the announcement. Be sure you meet these requirements since they will be carefully evaluated during the selection process.

Your performance in any employment examinations will be compared with the performance of others who take the tests. The examination results will be emailed to you as quickly as possible.

SELECTION PROCEDURE

The County utilizes a set of rules to ensure that our hiring processes are fair and equitable. **Applications will be screened and those considered qualified will be invited to appear for an oral and/or written examination. Meeting the requirements does not guarantee inclusion into the selection process. Depending upon the number of applications received, the selection process may consist of additional application screening, written and/or practical exam(s), oral interview, or any combination thereof.**

FREQUENTLY ASKED QUESTIONS

How long does it take to fill out the application?

- You should allow 30 – 45 minutes to fill out your application.

Can I change my application after submitting it?

- No. Once an application has been submitted, it is final. Applicants may submit a new application with updated information during the filing period if they wish. Only the most recent application submitted will be considered. All other applications will not be considered.

How long until I hear back from you and how can I check for updates on my application?

- You may receive communications regarding your application at different stages of the selection process. Important updates will be sent to the email address listed in your governmentjobs.com account at the time of notification. To ensure you don't miss any critical information, we recommend keeping your email address current and regularly checking both your inbox and junk mail folders throughout the process. You can also log into your governmentjobs.com account at any time to check your application status. If you have any questions about your application's progress, please contact the County of Humboldt Human Resources Personnel Division at 707-476-2349 or personnel@co.humboldt.ca.us.

Will I be informed if I am not selected for an interview / Oral Exam?

- Yes, you will be informed via email if you are not selected for an interview / Oral Exam.

OUR COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

Research indicates that individuals in protected classes can be less likely to submit a job application. The County of Humboldt is dedicated to building a diverse, inclusive, and authentic workplace where our employees are free to bring their full selves to work each day in an environment that allows them to reach their full potential. The County Board of Supervisors has made organizational commitments to Diversity, Equity, and Inclusion (DEI) and the County is working to ensure that these commitments are reflected in all we do. The County recognizes that certain populations (BIPOC, Disabled Persons, Veterans, LGBTQIA+ community members, etc.) face systemic and structural challenges which may inhibit their ability to satisfy every requirement of the position. In recognition of these structural and systemic factors, the Human Resources Department understands that experience can be gained in many ways – oftentimes, outside of formal institutions – and strives to take a holistic approach in assessing an applicant's qualifications for a position.

If you're excited about this role but your past work experience doesn't align perfectly with every qualification in the job description, we strongly encourage you to apply.

REASONABLE ACCOMMODATIONS

The County of Humboldt is committed to providing equal access and opportunities in its programs, activities, and employment, and does not discriminate on the basis of mental or physical disabilities. The Human Resources Department is located in the Humboldt County Courthouse, which has an accessible entrance on 4th Street. Accessible parking is available adjacent to the 4th Street entrance and on the 4th Street side of the K Street lot. Special testing arrangements may be made to accommodate disabilities or religious convictions. If invited to an examination and you are in need of a reasonable accommodation, please contact Human Resources immediately at (707) 476-2349 so arrangements can be made.

EQUAL OPPORTUNITY EMPLOYER

The county is an equal opportunity employer. We enthusiastically accept our responsibility to make employment decisions without regard to race, religion or religious creed, color, age, sex, sexual orientation, national origin, ancestry, marital status, medical condition, mental or physical disability, military service, or any other classification protected by federal, state, or local laws or ordinances.

MEDICAL EXAMINATION

A pre-employment medical examination provided by the County may be required upon offer of employment.

OTHER EXAMINATIONS

Some positions also require psychological evaluation and/or extensive background investigation.

LICENSES

Some classifications require possession of valid professional and/or technical licenses. Some classifications may require the possession of a valid California driver's license.

PROBATIONARY PERIOD

Persons appointed to regular County positions serve a probationary period. This is normally six (6) months but could be up to one (1) year. All designated safety employees serve a one-year probationary period.

EMPLOYMENT ELIGIBILITY

It is the County's intention to hire only those workers who are authorized to work in the United States, pursuant to the Immigration Act of 1990. If you are offered employment, you will be required to verify your eligibility to work in the United States. For law enforcement positions you will be required to verify your U.S. citizenship or legalized status.

DISASTER SERVICE WORKERS

All County of Humboldt employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE AN EXPRESS OR IMPLIED CONTRACT. THE COUNTY OF HUMBOLDT RESERVES THE RIGHT TO MAKE NECESSARY MODIFICATIONS TO THE EXAMINATION PLAN IN ACCORDANCE WITH THE HUMBOLDT COUNTY MERIT SYSTEM RULES.

Employer

County of Humboldt

Address

825 5th Street, Room 100

Eureka, California, 95501

Phone

707-476-2349

Deputy Public Defender I/II Supplemental Questionnaire

*QUESTION 1

This position requires driving on behalf of the County of Humboldt. Do you possess a current and valid U.S. driver's license?

☐ Yes

☐ No

*QUESTION 2

This position requires membership with the California State Bar Association. Will you meet this requirement at the time of hire?

☐ Yes

☐ No

***QUESTION 3**

If you answered "yes" to question number 2, provide your Bar Number or explain how you will meet this requirement:

QUESTION 4

Any other coursework, training or experience you would like to add that directly relates to this position.

* Required Question