

SNOHOMISH COUNTY JOB DESCRIPTION

OFFICE OF PUBLIC DEFENSE – DIRECTOR

Spec No. 5055

BASIC FUNCTION

To plan, organize, coordinate and direct the operations of the Office of Public Defense.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, organizes coordinates and directs the operations of the Office of Public Defense, in accordance with State and local laws, rules, regulations and standards, including, management of contracts for indigent defense services, operations related to indigency screening and pre-trial services.
2. Directs, supervises and evaluates the work of subordinates; provides assistance, training, guidance and performance appraisal to employees; selects, hires, promotes and disciplines employees as necessary.
3. Coordinates activities and departmental operations with other state and county departments and agencies such as the State Office of Public Defense, the Executive’s Office, Corrections, Budget and Finance, Information Services, the Prosecutor’s Office, the courts, the Bar and law enforcement agencies, and proposes improvement in efficiencies and quality of service.
4. Drafts, negotiates, processes and administers all contracts for indigent criminal defense, civil commitment proceedings, therapeutic courts, contempt proceedings and other indigent representation, as required; performs direct representation of indigent defendants, as needed.
5. Prepares submits and defends annual departmental budget; prepare and/or supervises the preparation of departments program plans, policies, goals and objectives, and funding requests; administers the approved departmental budget, monitors expenses, prepares requests for supplemental and emergency appropriations and otherwise is responsible for all fiscal matters of the Office of Public Defense.
6. Develops policies, procedures and regulations for the delivery of indigent defense services, including the development and implementation of procedures for contract attorney selection, pursuant to State and Local public defense standards and, ethical obligations.
7. Develop and implement procedures to monitor the delivery of services and compliance with policies and procedures by contract criminal defense counsel, and makes recommendations for more efficient operations.
8. Oversees the development of policies and procedures for pre-trial release information to the district and superior courts with the approval of the presiding judges of those courts.

SNOHOMISH COUNTY JOB DESCRIPTION

OFFICE OF PUBLIC DEFENSE – DIRECTOR

Spec No. 5055

STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

- 9. Upon delegation by the courts, develops policies and procedures for determinations of indigency in conformity with Chapter 10.101 RCW and subject to the approval of the presiding judges.

STATEMENT OF OTHER JOB DUTIES

- 10. Undertakes such other administrative or legal duties as may be assigned by the County Executive.

MINIMUM QUALIFICATIONS

Must be licensed to practice law in State of Washington and must remain a member in good standing of the WSBA while holding position of Director; and five (5) years experience in criminal litigation. Must pass job related tests.

KNOWLEDGE AND ABILITIES

Knowledge of:

- state court judicial system
- inter-relationship among criminal justice agencies in Washington State
- practice of criminal law in Washington
- State and County indigent defense standards, ordinances, statutes and court decisions related to criminal prosecution and indigent defense
- Pertinent Federal, State, and local laws, codes, regulations, and policies

Ability to:

- establish and maintain effective and positive work relationships with groups of individuals both within the County and in the criminal justice system
- analyze, plan, coordinate and develop policies and procedures in cooperation with appropriate individuals and agencies
- analyze and develop cost effective improvements in criminal justice system
- administer county policies
- develop short and long range goals, objectives, plans and budget
- maintain a professional and courteous demeanor in court and in dealings with courts and attorneys
- provide administrative and professional leadership and direction for the indigent defense system
- plan, coordinate and supervise the work of subordinate employees
- establish and maintain effective working relationships with the courts, attorneys, subordinate employees, incarcerated individuals and the general public

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Spec No. 5055

KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- communicate effectively, both orally and in writing
- maintain required records and prepare clear, concise written reports
- handle legal matters on behalf of indigent clients in a professional, efficient and courteous manner
- identify and handle legal conflicts
- negotiate, and administer contracts
- maintain required records and prepare clear, concise written reports
- gather, analyze, evaluate and synthesize a variety of data including financial information
- make decisions under pressure

SUPERVISION

The employee reports to the County Executive through the Deputy Executive. The employee exercises independent judgment and discretion in performing the duties of Director for the Office of Public Defense. Work is reviewed through status reports and meetings with the County Executive or designee.

WORKING CONDITIONS

Usual office environment, court appearances in district and superior court, and frequent visits to persons incarcerated in the County jail.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.
[EEO policy and ADA notice](#)

Class Established: January 2001
Revised: April 2014, March 2016
EEO Category: 1 – Officials and Administrators
Pay Grade: 112 – Management Exempt Pay Plan
Workers Comp: 5306 – Non-Hazardous