



-EMPLOYMENT OPPORTUNITY-
PUBLIC DEFENDER 2

DEPARTMENT: PUBLIC DEFENSE/CLERK
SALARY RANGE: \$66,456/ANNUAL TO START
\$66,456 - \$89,065/ANNUAL FULL RANGE
OPENING DATE: NOVEMBER 9, 2009
CLOSING DATE: OPEN UNTIL FILLED; FIRST REVIEW 11/23/09 (APPLICATIONS MUST BE RECEIVED BY THE PERSONNEL OFFICE ON OR BEFORE THE CLOSING DATE.)

IN ORDER TO BE CONSIDERED FOR THIS POSITION, YOUR APPLICATION PACKET MUST INCLUDE EACH OF THE FOLLOWING ITEMS:

1. Kitsap County Application Form
2. Supplemental Questionnaire
3. Letter of Interest
4. Resume

GENERAL STATEMENT: Public Defenders in this journey level classification are responsible for preparing and trying, with little supervision, primarily felony level criminal cases in Superior Court; of which many involve complex litigation. This position may also be responsible for handling Juvenile cases, both misdemeanor and felony. Attorneys in this classification may also be assigned to handle or supervise the production of misdemeanor and traffic appeals from the District and Municipal Court to the Superior Court by Public Defender 1 level attorneys.

MINIMUM QUALIFICATIONS: Graduation from a recognized and accredited school of law. Active member in good standing of the Washington State Bar Association. Three years felony experience is required.

LICENSES, CERTIFICATES & OTHER REQUIREMENTS: Active member in good standing of the Washington State Bar Association. Must be able to fulfill all traveling requirements of this position and meet the qualifications and guidelines of the Fleet Risk Control Policies in the operation of a motor vehicle on County business, including possessing and maintaining a valid Washington State Driver's License and the appropriate amount of automobile insurance.

This position requires a security clearance. A thorough background check through law enforcement agencies and previous employers will be conducted on all applicants based on information supplied on the application and supplemental questionnaire. Kitsap County reserves the right to independently determine the applicant's prior criminal conviction record within the last ten years.

This position is FLSA exempt.

This is an "at will" appointed position. An "at will" employee's continued employment with the County is at the discretion of the County Clerk and his/her appointment may be revoked at any time with or without cause and without right to appeal.

Examiner: Carol Mackie

Kitsap County is an equal opportunity employer and does not discriminate on the basis of race, creed, color, national origin, sex, marital status, sexual orientation, gender identity diversity, age, honorably discharged veteran, veteran status, HIV status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. If you wish more information, contact Kitsap County Personnel Division.

INSTRUCTIONS FOR COMPLETING THE KITSAP COUNTY APPLICATION PACKET

READ & FOLLOW ALL DIRECTIONS!

1. An original, completed, and signed Kitsap County application packet is required for each position for which you are applying.
2. **Read the Employment Opportunity Posting Sheet carefully to ensure you submit all required documents.**
3. If additional pages for work experience are needed, please choose from the following options:
 - a. Available at the Kitsap County Personnel office
 - b. Copy the back of the application before completing it
 - c. Print out continuation sheets on our web site
 - d. Hand prepare your own as long as you follow the same format**Each page of work experience must have your original signature.**
4. A supplemental questionnaire is generally included as the last few pages of the application packet. Your responses to the questions on the supplemental questionnaire and Kitsap County application will be used to determine if you are eligible to continue in the selection process. Please do not use acronyms or abbreviations on your application.
5. **Complete the application packet and other requirements in full. Your application will be considered incomplete and will not be evaluated if you submit a résumé or mark "see résumé" in place of the required application material.**
6. If you are invited to an interview, you may bring extra material, such as a résumé, certificates of training, examples of work performed, performance evaluations, letters of reference, etc.
7. Keep a copy of your application materials for your records. We are not able to make copies for you.
8. The completed application packet **must** be returned to the Personnel Office by **5:00 pm on the closing date**. Applications received after the closing date will not be considered, unless postmarks are accepted for that specific position. If the hiring department is accepting postmarked applications, it will be stated on the Employment Opportunity Posting Sheet and the envelope must be postmarked by the closing date.
9. Return application packets as follows:

IN PERSON: Personnel Office on the first floor of the County Public Works Building at 507 Austin Ave in Port Orchard. Applications may be placed in the Drop Box located at the front door on Fridays only.

BY MAIL THROUGH USPS: Personnel Office; 614 Division St., MS-23; Port Orchard, WA 98366

MAILED THROUGH OTHER CARRIERS SUCH AS FedEx or UPS: Personnel Office; 507 Austin Ave; Port Orchard, WA 98366

BY FAX: (360) 337-7187 – Faxed applications must be received by the Personnel Office by 5:00 pm on the closing date. Please keep your originals.
10. **Some application packets may require additional postage, so be sure to use the correct postage amount when mailing. Kitsap County will not consider application packets that are received with postage due.**
11. You will usually receive notice within 6-8 weeks of the status of your application. If, after that time period, you have not received notification of your status, please contact the Personnel Analyst identified on the job posting sheet.
12. If you have any questions, or need more information, please contact the Kitsap County Personnel Office at (360) 337-7185, ext. 0.
13. Any applicant using education to meet the minimum qualifications will not be hired until their transcripts from an accredited college or university have been received.

KITSAP COUNTY CLASS SPECIFICATION

CLASS TITLE: PUBLIC DEFENDER 2

DEPARTMENT: Clerk's Office/Public Defender Division

REPORTS TO: Public Defender Division Supervisor

GENERAL STATEMENT:

Public Defenders in this journey level classification are responsible for preparing and trying, with little supervision, primarily felony level criminal cases in Superior Court; of which many involve complex litigation. This position may also be responsible for handling Juvenile cases, both misdemeanor and felony. Attorneys in this classification may also be assigned to handle or supervise the production of misdemeanor and traffic appeals from the District and Municipal Court to the Superior Court by Public Defender 1 level attorneys.

This is an "at will" appointed position. An "at will" employee's continued employment with the County is at the discretion of the County Clerk and his/her appointment may be revoked at any time with or without cause and without right to appeal.

ILLUSTRATIVE EXAMPLES OF DUTIES: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Essential Job Functions:

Review and evaluate evidence, represent individuals charged with felonies at all stages of the criminal proceedings, including motion hearings and trials. The trials may involve complex litigation with or without co-counsel.

Those assigned to the Juvenile Department handle Juvenile Court criminal matters, including review of police reports, evaluating evidence and representing the juveniles accused at court hearings.

Provide support, education and coverage to Public Defender I positions.

Assist other Public Defenders as assigned.

Attend trainings both in-state and out-of-state, and remain current of Continuing Legal Education credits.

Serve subpoenas, summonses and other required documents on witnesses and suspects as required.

Appear for scheduled work with regular, reliable and punctual attendance. Establish and maintain cooperative, effective, and productive working relationships using tact, patience and courtesy. Effectively plan and organize work and complete tasks within prescribed timeframes. May be required to work over 40 hours in a workweek.

Other Job Duties:

Perform other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The Public Defender 2 classification is a journey level classification, and is assigned complex felony cases on a permanent basis.

WORKING CONDITIONS/PHYSICAL ACTIVITIES: (The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. Kitsap County provides reasonable accommodation to enable individuals with disabilities to perform the essential functions.)

Work is normally performed in an office/courtroom environment with off-site visits to interview witnesses, and attend or conduct trainings, etc. as necessary. Courtroom trial activity requires the ability to communicate and respond effectively and persuasively to both judges and to citizen jurors. Must have the ability to read and digest voluminous reports and evidentiary materials, proficiently use a computer, and work in a high stress environment. Physical hazards associated with travel to off-site locations are present. Potentially dangerous situations may be present when visiting sites and interviewing witnesses and others involved in cases, especially at off-site locations. Some lifting of files and brief cases is required, as well as transport to and from court/off-site locations. Must be willing and able to serve subpoenas, summonses, and other required documents as required.

KNOWLEDGE AND ABILITIES:

Knowledge of: Adult and juvenile criminal laws of the State of Washington, and the Washington and United States Constitutions. Rules of Court, including the evidence rules, criminal rules and rules of professional conduct. Advanced techniques of preparation of criminal cases, including expert witness and forensic evidence issues. Legal research methods and materials, including computerized legal research.

Ability to: Perform advanced legal research and present evidence in the atmosphere of a criminal trial. Communicate effectively, both orally and in writing. Demonstrate initiative and self-motivation. Work independently as well as part of a team. Work efficiently to gather, organize and analyze facts and the law on an issue, or in a case. Skillfully present a case in any forum. Demonstrate skill in negotiation techniques. Work calmly and efficiently under pressure. Establish and maintain constructive working relationships. Utilize a personal computer and related software packages to perform word processing, analysis, information retrieval and tracking. Have a strong sense of ethics.

QUALIFICATIONS:

Graduation from a recognized and accredited school of law.

Active member in good standing of the Washington State Bar Association.

Three years felony experience is required.

LICENSES, CERTIFICATES & OTHER REQUIREMENTS:

Active member in good standing of the Washington State Bar Association.

Must be able to fulfill all traveling requirements of this position and meet the qualifications and guidelines of the Fleet Risk Control Policies in the operation of a motor vehicle on County business, including possessing and maintaining a valid Washington State Driver's License and the appropriate amount of automobile insurance.

This position requires a security clearance. A thorough background check through law enforcement agencies and previous employers will be conducted on all applicants based on information supplied on the application and supplemental questionnaire. Kitsap County reserves the right to independently determine the applicant's prior criminal conviction record within the last ten years.

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KITSAP COUNTY

EMPLOYMENT APPLICATION

Personnel Division
 614 Division St, MS-23
 Port Orchard, WA 98366-4676
 (360) 337-7185
 Fax (360) 337-7187
 www.kitsapgov.com

Title of Position You Are Applying For			Department
Last Name	First Name	Middle Initial	Home Phone # ()
Mailing Address			Cell Phone # ()
City	State	Zip	Email address:

Alternative contact info: Name _____ Phone Number _____

Will you accept (check if yes)	Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	Extra-Help/On Call <input type="checkbox"/>	Shift Work <input type="checkbox"/>	Days or hours unwilling/unable to work
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Are you able to perform the essential functions of this position, with or without reasonable accommodations? Yes No

Can you provide proof of citizenship, visa or alien registration if hired? Yes No

Have you ever been employed by Kitsap County? Yes No Dates: From ___/___/___ To ___/___/___

Do you have any relatives currently working for Kitsap County? Yes No

Name	Dept/Div	Relationship
Name	Dept/Div	Relationship

Have you been convicted of a felony within the last 10 years? Yes No

Offense _____ Date ___/___/___

Offense _____ Date ___/___/___

NOTE: A conviction record does not necessarily constitute an automatic disqualification from employment.

Kitsap County awards veteran's preference in accordance with RCW 41.04.010. Do you claim veteran's preference for this position? Yes No

EDUCATION AND TRAINING

Did you graduate from high school or receive a G.E.D? Yes No Location _____

College or Vocational School and Location	Dates		# Sem Credits	# Qtr Credits	Major Course of Study	Minor Course of Study	Degree Earned	Date of Degree
	From	To						

Professional Licenses and Certificates	State of Issue	Exp. Date

Do you have a valid driver's license? Yes No State of Issue: _____

List computer software programs you have used: _____

EMPLOYMENT HISTORY – List your work history for the last 10 years on the reverse side, including self-employment, volunteer work and military service. Begin with your most recent position in block 1 and list each position separately. Include experience beyond 10 years if it is related to the job for which you are applying. Attach additional employment history sheets in the same general format if needed. Indicating “see resume” or “see attached” will disqualify you from further consideration.

FOR OFFICE USE ONLY	
Address Book # _____	Requisition # _____

May we contact this employer? yes no contact me first

1	Most Recent Position Title	Employer Name, Address, & Phone Number	Type of Business	Dates Worked (Month and Year) From: To:
	Primary Duties			Total Years/Months Worked
				# Hours Worked per Week
				Salary
Name and Title of Immediate Supervisor				
Number and Types of Employees You Supervised				
Reason for leaving/considering change				

May we contact this employer? yes no contact me first

2	Position Title	Employer Name, Address, & Phone Number	Type of Business	Dates Worked (Month and Year) From: To:
	Primary Duties			Total Years/Months Worked
				# Hours Worked per Week
				Salary
Name and Title of Immediate Supervisor				
Number and Types of Employees You Supervised				
Reason for leaving/considering change				

May we contact this employer? yes no contact me first

3	Position Title	Employer Name, Address, & Phone Number	Type of Business	Dates Worked (Month and Year) From: To:
	Primary Duties			Total Years/Months Worked
				# Hours Worked per Week
				Salary
Name and Title of Immediate Supervisor				
Number and Types of Employees You Supervised				
Reason for leaving/considering change				

AGREEMENT AND RELEASE

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize Kitsap County to conduct a complete investigation of any and all information contained in this Employment Application. In the event of employment, I understand that any false or misleading statements contained in my application may result in discharge. I further understand that I will be required to abide by all Kitsap County rules and regulations.

Signature

Date

**KITSAP COUNTY PERSONNEL
SUPPLEMENTAL QUESTIONNAIRE
PUBLIC DEFENDER ATTORNEY 2 – CLERK'S OFFICE/PUBLIC DEFENDER DIVISION**

NAME: _____ **DATE:** _____

INSTRUCTIONS: This questionnaire is an effort to assist you and the Kitsap County Personnel Department in determining whether or not you meet the qualifications for the position. **The questionnaire is a mandatory part of the examination process. Your responses will be used in determining whether or not you proceed further in the examination process.** When requested, include in your responses to the following questions the company/agency employed with, period of time employed, hours worked per week, degrees earned or courses taken, and training attended. Coincide responses with those on the County application. Attach additional sheet(s) in the same format listed if necessary to include **all** of your related experience. A resume attached or "see resume" response in lieu of answering any questions below **WILL NOT** be rated.

May we contact you through email for all correspondence regarding this position?

- YES – If yes, please provide a reliable email address: _____
 NO

1. Do you smoke? YES* NO
2. Do you have any tattoos, other than for religious reasons, that cannot be covered when wearing normal office clothing? YES* NO
3. Do you have any body piercing (with the exception of needle-size piercing of the ears), other than for religious reasons, that cannot be removed or covered when wearing normal clothing? YES* NO

****If you answered yes to questions 1-3, you will not be eligible for this position.***

4. Have you graduated from a recognized and accredited school of law? YES NO

If you answered no, you are not eligible for this position.
 If you answered yes, please complete the following information.

Colleges Attended	Courses Taken	Dates	Degrees

5. Are you an active member of the Washington State Bar? YES NO
 If you answered no, you are not eligible for position.
 If you answered yes, provide your Washington State Bar number _____
6. Have you ever been placed on suspended or inactive status with the WSBA? YES NO
 If yes, explain _____

7. Describe your felony experience. (Three years of felony experience required.) *Attach additional sheet(s) in the same format listed to include **all** of your related experience.*

Current/Last employer:

_____ to _____
Company Name Mo/Yr Mo/Yr Hrs/week Your Title

Brief description of work performed: _____

Previous employer(s):

_____ to _____
Company Name Mo/Yr Mo/Yr Hrs/week Your Title

Brief description of work performed: _____

_____ to _____
Company Name Mo/Yr Mo/Yr Hrs/week Your Title

Brief description of work performed: _____

8. Describe your computer skills and experience using Microsoft Word and any other software with which you are familiar/trained that would be valuable in this position.

To be considered for this position you must complete and submit the following documentation:

- Application
- Supplemental Questionnaire
- Resume
- Letter of Interest

A criminal background check through law enforcement agencies will be conducted on all successful applicants prior to their being appointed to this position.

I certify that I have read, understand and agree to the above conditions of employment for this position. I also certify that the answers given herein are true and complete to the best of my knowledge.

Signature of Applicant

Date



KITSAP COUNTY

Equal Employment Opportunity Questionnaire

Kitsap County is proud to be an Equal Employment Opportunity employer, committed to a diverse workplace. It is the policy of Kitsap County to provide equal opportunity in all terms, conditions and privileges of employment for all qualified job applicants and employees without regard to race, color, national origin, religion, sex, marital status, sexual orientation, age, disability, or veteran status. For this purpose, and to help us comply with government recordkeeping, reporting and other legal requirements, please complete this affirmative action questionnaire. Completing this form is voluntary and will remain confidential. This information will be maintained in a separate file and will not be provided to supervisors, the appointing authority or other department employees. It will not be used in the evaluation of your application.

Position Applied For:

Date:

Name:

Social Security #:

(Disclosure of your Social Security Number is voluntary and will be used for applicant tracking only.)

GENDER:

Male

Female

ETHNIC ORIGIN: Indicate one only.

White/Caucasian

Black/African American

Hispanic

Asian/Pacific Islander

Native American

ARE YOU:

Disabled

Vietnam Era Veteran

Other Veteran

Disabled Veteran

RECRUITING SOURCE

Where did you first learn of this position?

- Kitsap County Website (kitsapgov.com)
- Kitsap County Job Posting Board
- Kitsap County Job Line
- Job Posting at Other Public Agency
- Referred by County Employee
- Referred by Friend
- Worksource
- AWC Jobnet
- Courthouse Journal
- Careers in Government
- Jobs Available Online
- Jobs Available Publication
- Government Jobs Website
- Posted at Professional Associations
- Idaho Statesman
- Idaho Statesman Online
- Other...Specify Source _____

- Career Builders Online
- Yahoo.com
- Craig's List.com
- Jobdango.com
- Monster.com
- Kitsap Sun Newspaper
- Seattle Times
- Seattle Times Online
- Kitsap Newsgroup Newspaper
- Spokesman Review
- Oregonian
- Oregonian Online
- Tacoma News Tribune
- Tacoma News Tribune Online
- Olympian
- Olympian Online

FOR OFFICE USE ONLY

Address Book #

Requisition #