



## CLASS SPECIFICATION

Class Title: Legal Defender Coordinator  
Department: Human Resources  
FLSA: Exempt

Class Code: 880  
Eff Date: 11/01/11  
Grade: 36

### GENERAL PURPOSE

Under general supervision from the Human Resources Director, provides administrative management, oversight, direction and assistance to County-employed and/or contracted Legal Defenders in the performance of their duties. In addition, performs complex work in providing legal services to indigent defendants charged with criminal offenses in District Courts and County Justice Courts in Davis County, as well as indigent individuals appearing in Juvenile Courts in Davis County for delinquency claims, child protection proceedings, or other matters in which the right to counsel applies.

EXAMPLE OF DUTIES (Any one position does not include all of the duties listed; nor do the listed examples include all duties which may be found in positions of this class.)

Prepares contract recommendations, manages, and coordinates resources necessary to provide indigent defendants an adequate defense. Supervises and coordinates Legal Defender services for indigent defendants in Davis County. Supervises, assigns and reviews the work of contracted and non-contracted legal defenders, investigators, and support staff; monitors workload and assists other attorneys. Completes employee performance appraisals in a timely manner and in accordance with County Policies and Procedures and practices; recommends employee disciplinary action as necessary and in accordance with County policies, procedures, and practices. Identifies and facilitates staff training needs.

Develops, monitors and coordinates the preparation and implementation of policies and procedures regarding standards of indigence; assists in the preparation of long-range planning proposals and policies. Reviews case information and appoints counsel to clients. Prepares files. Identifies potential conflicts, receives and responds to complaints; determines and initiates resolutions to conflicts and complaints. Determines means and methods for compliance with statutory requirements. Ensures required reports are prepared and filed.

Participates in criminal defense cases of major significance and complexity. Prepares cases for defense of indigent persons charged with criminal offenses in district court and in dependency, neglect or delinquency petitions in juvenile court; interviews clients in custody and makes initial decisions concerning such matters as bail, release from custody, and mental competency to stand trial; interviews clients and prospective witnesses to ascertain facts of a case; conducts related investigations on behalf of clients; determines need for expert witnesses; locates appropriate experts and schedules them for trial if needed.

Gathers and analyzes evidence in cases and reviews pertinent decisions, policies, regulations and other legal matters pertaining to cases; prepares defense evidence and appears in court of law to present evidence before judge and jury. Negotiates with County and City attorneys to reach plea agreements; presents offers of negotiated settlement to client. Consults with social workers, probation officers, judges and referees in order to determine appropriate treatment programs for clients as a part of defense strategy.

Prepares or oversees the drafting of briefs, memoranda, pleadings and other legal papers; conducts or directs legal research; represents misdemeanor, felony, or juvenile clients in court arraignments, pre-trial hearings, trials, dispositions and other proceedings.

Assists in the process of appointing counsel in Capital Murder cases pursuant to Rule 8, Utah Rules of Criminal Procedure.

Evaluates and approves or denies requests for investigative services or other defense resources made by attorneys who have contracted with Davis County to provide legal services to indigent individuals. Evaluates and approves or denies requests for investigative services or other defense resources made by non-contracting attorneys representing purportedly indigent individuals, and when appropriate, prepares court pleadings or otherwise responds to motions seeking an order requiring Davis County to bear the costs for such expenses.

Performs other related duties as assigned.

#### MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from an accredited law school with a Juris Doctorate degree, plus twelve (12) years of full-time experience practicing law in criminal prosecution or criminal defense including trial experience in a District Court, at least three (3) years of which must have been in a supervisory capacity.

2. Additional Requirements:

Must be an active member in good standing of the Utah Bar Association.

Must possess a valid Utah Driver License. New employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents)

Furnish personal transportation for on-the-job travel; must operate a motor vehicle in a safe manner. Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

3. Necessary Knowledge, Skills and Abilities:

Extensive knowledge of: criminal law, judicial procedure, state statutes, court procedures and rules of evidence; the principles, practices and methods used in legal research and investigations; departmental policies, procedures, and practices. Working knowledge of: budgeting principles and practices; effective personnel management/supervisory principles, practices and techniques.

Skill in: litigating, conducting legal research and analysis of data; legal writing including briefs and memos; analytical problem solving; making decisions under adversarial circumstances.

This position requires the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: supervise, assign and review the work of subordinate attorneys and other staff; analyze and prepare legal instruments; apply legal principles and knowledge to individual cases and problems; analyze, evaluate and organize facts and evidence and apply them to individual cases and problems; present evidence and other material in written and oral form; write briefs, legal memoranda and opinions clearly, concisely and grammatically correct; speak clearly and concisely; coordinate multiple tasks efficiently; prepare and manage a budget; follow written and oral instructions; establish and maintain effective working relationships with supervisor, prosecutors, judges, other administrative, professional and court officials, other employees and the general public.