

THE COUNTY OF SOLANO  
ANNOUNCES AN EMPLOYMENT OPPORTUNITY FOR



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**Deputy Public Defender V**  
**Recruitment #10-314020-01**

**Approximate Salary: \$126,698.70 - \$154,003.33/year**

**Opening Date: 8/6/2010 1:00:00 PM**

**Closing Date: 09/10/2010 5:00:00 PM**

**Type of Recruitment: Open Competitive**

**THE POSITION**

Under general direction, organizes, leads and participates in the practice of criminal/civil law in the defense of individuals accused of violating state and/or local laws. Positions allocated to this class are characterized by the responsibility to lead others and perform difficult assignments involving complex factual and legal issues. Assignments may include primary operational responsibility for felony and misdemeanor cases.

**EXAMPLES OF DUTIES**

- Assigns and leads the work of subordinate attorneys in the preparation, presentation and, if necessary, the appeal of criminal cases; advises and counsels attorneys on available options or strategies to accomplish assigned tasks; supervises assigned support staff; is accountable for the effectiveness and efficiency of a major legal division within the offices of one of the Public Defenders.
- Checks questions of law and counsels attorneys on defense strategy; reviews, assigns and evaluates disposition of difficult and politically sensitive cases; reviews felony cases filed to determine quality of case and assign deputy; refers policy questions to the Department Head.
- Maintains liaison between staff, judges, law enforcement officials and prosecutors to discuss and resolve procedural problems affecting assigned unit; assists Department Head in the development and implementation of operational policy and procedure and/or other administrative matters.

**EDUCATION AND EXPERIENCE**

A minimum of one year of criminal defense and trial experience as a Deputy Public Defender IV or its equivalent which demonstrates possession of and competency in requisite knowledge and abilities. Seven years of experience in the general practice of law may be substituted for the four years criminal law experience.

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**SUPPLEMENTAL QUESTIONNAIRE**

This recruitment requires responses to a Supplemental Questionnaire, which will be used to help determine your qualifications for this position and whether you continue in the recruitment process. At the time of application, be sure to answer all questions thoroughly and completely. Omitted information cannot be considered or assumed. If you have no experience in a specific area, then state "no experience in this area."

1. Are you certified as a criminal law specialist? \_\_\_\_\_ Date of Certification: \_\_\_\_\_
2. List the five most important motions or writs you prepared and filed. Include the Date, Case and Docket number, Issue, and Result. (Please note: If you are invited for a hiring interview you will be asked to provide the department with copies of three motions/writs/briefs which best exemplify your legal writing skills while an attorney in this office.)
3. List all jury trials you have handled in the last five years in serial order with the most recent first. Please include the Date, Defendant Name, Docket Number, Charges, Judge, Result, and Disposition.
4. List those cases you have handled which you considered unusual or special. Explain why you consider the case to be special and how your handling of the case demonstrated your skill as a lawyer.
5. List all seminars or training programs you have attended in the last three years.
6. Have you demonstrated leadership skills as an attorney? If so, explain how you have done so. Describe any management/supervisory or mentoring (formal or informal) experience that you have.

**SPECIAL REQUIREMENTS**

Active membership in the California State Bar Association is required.

Possession of or ability to obtain a valid Class C California driver's license may be required.

**SUPPLEMENTAL INFORMATION**

Independent travel may be required.

**BENEFITS**

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**SALARY POLICIES** - The starting salary is ordinarily the first rate shown on the front of the announcement. After satisfactory completion of approximately six months, a 5% salary advancement may be authorized. Thereafter, further increases are possible upon completion of additional periods of six months, twelve months, and eighteen months, assuming satisfactory service. Longevity, shift differential, bilingual, call back and stand by pay are provided for some classifications. Effective December 1, 1998, all new hires are required to participate in the Direct Deposit Program.

**HOLIDAYS & VACATIONS** – Regular full time employees receive twelve paid holidays per year, and accrue vacation at the rate of ten days per year. After three years of continuous service employees

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accrue vacation time at the rate of fifteen days per year and at the rate of twenty days per year after ten years. Senior and Executive management positions start earning vacation at a higher rate.

**SICK LEAVE** – Regular full time employees accumulate twelve sick leave days per year.

**RETIREMENT** - The county is a member of the Public Employee’s Retirement System (PERS), and benefits are coordinated with Social Security. The County has reciprocity with all State PERS and County 1937 Act Retirement Systems agencies. PERS retirement for miscellaneous employees is based on a formula of 2.7% @55 with both employee and employer contributing. PERS safety retirement is based on a formula of 3.0% @ 50 or 2.0% @ 50 depending on the job classification. The County reports the employer’s contribution to PERS as salary, thereby increasing employees pay upon retirement.

**HEALTH BENEFITS** - Employees and their dependents are eligible for vision and dental insurance with 100% of the cost paid by the County of Solano. The County also participates in a cafeteria medical plan administered by PERS HealthCare (eligibility is dependent upon job classification).

**EMPLOYEE ASSISTANCE PROGRAM** - An Employee Assistance Program is also available.

**OTHER BENEFITS** – Employees also may elect to participate in a deferred compensation and the credit union. All County employees are eligible to purchase auto and/or home owners, renter insurance from Liberty Mutual Insurance. This is a group policy and therefore receives substantial savings on premiums. Life insurance is also available for employees only.

#### SELECTION PROCESS

Based on the information provided in the application documents, the best qualified applicants will be invited for further examination. All applicants meeting the minimum qualifications are not guaranteed advancement through any subsequent phase of the examination. Depending upon the number of applications received, the selection process may consist of a resume screening, written and/or practical exam, oral interview, or any combination. Candidates will need to successfully pass a post-offer drug screening test prior to employment. Information contained herein does not constitute either an expressed or implied contract. These provisions are subject to change.

#### HOW TO APPLY

All additional application materials as requested in the job announcement, (ie. copies of diploma and/or transcripts, certificates, DD-214) must be submitted with the Document Cover Sheet and are due within five (5) calendar days of the final filing date. Please visit the County of Solano website, [www.jobsatsolanocounty.com](http://www.jobsatsolanocounty.com) to apply. Any further questions can be directed to the Department of Human Resources, (707) 784-6170 open Monday-Friday, 8:00 a.m.-5:00 p.m. Paper applications may be completed in person during office hours. EOE/AA

#### VETERANS PREFERENCE POINTS

To be eligible, you must be an applicant for initial County employment, have served at least 181 consecutive days of active duty in the Armed Forces of the United States and have received either an

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honorable discharge or a general discharge under honorable conditions. A COPY OF YOUR DD 214, SHOWING DISCHARGE TYPE, MUST BE RECEIVED IN THE HUMAN RESOURCES DEPARTMENT WITHIN FIVE DAYS FROM THE DATE YOU SUBMIT YOUR APPLICATION. If you have a service connected disability, you must submit a recent award letter from the VA stating you are receiving disability benefits for service connected reasons. Disability must be rated at least 10% to be eligible for disabled veteran's points. Veteran's preference 5 points Disabled Veterans 10 points.

#### AMERICANS WITH DISABILITIES ACT

It is the policy of Solano County that all employment decisions and personnel policies will be applied equally to all County employees and applicants and be based upon the needs of County service, job related merit, and ability to perform the job.

**APPLICANTS WITH DISABILITIES:** If you are a qualified individual with a disability, that is, someone who is able to perform the essential functions of the job, with or without reasonable accommodation, and need special testing arrangements, contact the Solano County Department of Human Resources at 707.784.6170, for a Request for Testing Accommodation by Applicants with Disabilities Form. This form should be received in the Human Resources Department within 5 days from the final filing date of the recruitment. A staff member will contact you and advise you how to proceed.

**IMPORTANT:** If you are a Solano County employee with a disabling condition, and are unable to perform the essential functions of your present position with or without reasonable accommodation, you may be eligible for preferential certification to an alternative position. Please immediately notify the ADA Analyst @ 784-4194 to initiate review of this option.

#### CONDITIONS OF EMPLOYMENT

**PLEASE NOTE:** All persons hired will be required to participate in the direct deposit program.

**HIRING PROCEDURES** - Depending on the number of qualified applicants received, the selection process may consist of a resume screening, written and/or practical exam, oral interview, or any combination. Candidates must be successful in each part of the examination. For Civil Service positions, the appointing authority is entitled to certification of the top five candidates by score.

**DRUG FREE WORKPLACE ACT** - Prospective employees will be required to have a Urine Drug Test in accordance with the Solano County Alcohol and Drug Free Workplace Policy once a conditional offer of employment has been made. Solano County employees are subject to the provisions of the Drug Free Workplace Act of 1988 and the California Drug-Free Workplace Act of 1990.

**MEDICAL EXAMINATION** - Prior to appointment you may be required to pass a medical examination administered by the County Physician. Candidates are encouraged not to quit or give notice to present employers until the medical examination has been completed and passed.

**APPOINTMENT** - At the time of appointment all candidates will be fingerprinted and required to execute an oath of allegiance to the United States and the State of California. You will also be required to offer proof that you are a lawfully admitted alien or U.S. citizen.

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**EXAMINATION APPEALS** - For Civil Service positions, individuals selecting to appeal their disqualification in any phase of the examination process must submit a written statement to the Director of Human Resources, within five calendar days of the receipt of the action, indicating the action being appealed, their specific basis for the appeal and the relief sought.

**PROBATIONARY PERIOD** - All new positions are required to successfully complete a minimum probationary period of six to twelve months, depending upon the position. A probationary period does not apply to "at will" positions.

**EXTRA HELP APPOINTMENTS** - Appointments may be made from an eligible list for extra help (up to 999 hours/fiscal year, no benefits) positions.

**DISASTER WORKERS** - In accordance with Government Code Section 3100, County employees, in the event of a disaster are considered disaster workers and may be asked to respond accordingly.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

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