

**CLASS TITLE: PUBLIC DEFENDER I**

**PURPOSE OF THE CLASSIFICATION:** Under direction provides legal work assisting the Chief Public Defender in the defense of indigent citizens with ordinance violations in Municipal Court; and performs other related assigned duties.

**ESSENTIAL TASKS:**

- Consults with and assists other attorneys in the Public Defenders Office with caseload management and other related issues
- Tries jury and non-jury trials in court
- Reviews charges filed against clients, advises in-custody defendants prior to first court appearance, and provides advice to individual clients on questions of law and legal procedures
- Drafts briefs and argues motions and prepares pleadings and briefs for appellate purposes
- Renders verbal and written legal opinions
- Keeps abreast of state and federal legislation affecting criminal law
- Conducts plea negotiations with prosecutor
- Interviews witnesses in preparation of trial
- Performs legal research
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

**QUALIFICATIONS:**

Training and Experience: Juris Doctorate from a law school accredited by the American Bar Association or the Oklahoma Bar Association.

Knowledge, Abilities and Skills: Good knowledge of municipal, state, federal, local, and common law; good knowledge of the methods of legal research; good knowledge of judicial procedures and rules of evidence; and some knowledge of statute law and court decisions affecting municipal government. Ability to prepare and try misdemeanor cases in court; ability to write clearly and concisely; ability to verbally communicate in an effective manner; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 20 pounds; may be subject to sitting for extended periods of time; walking, standing, bending, kneeling, and reaching; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver's License. Possession of a valid license to practice law in the State of Oklahoma.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting; requires some travel to various locations within the City of Tulsa to visit clients, interview witnesses, and conduct investigations.

**Class Code: 2500**

**EEO Code: E-02**

**Pay Code: CA-02**

**Group: Cultural, Legal, and Science**

**Series: Legal**

**Effective Date: December 30, 2020**