

CLASS TITLE: CHIEF PUBLIC DEFENDER

PURPOSE OF THE CLASSIFICATION: Under general direction provides professional legal representation to citizens charged with municipal ordinance violations; and performs other related assigned duties.

ESSENTIAL TASKS:

- Supervises and directs staff attorneys and other subordinates
- Administers office operations, including development of office policy and delegation of work assignments
- Interviews applicants and makes hiring decisions
- Reviews complaints and interviews complainants
- Manages full caseload of clients
- Drafts and argues briefs and motions
- Studies evidence and interviews witnesses
- Performs trial and appellate work
- Renders verbal and written legal opinions
- Researches legal issues
- Negotiates plea agreements with prosecuting attorney
- 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: Graduation from an accredited school of law and four (4) years of experience in the practice of law, including two (2) years of trial practice.

Knowledge, Abilities and Skills: Considerable knowledge of municipal, state, federal, and common law; considerable knowledge of statute law and court decisions affecting municipal government; considerable knowledge of the methods of legal research; considerable knowledge of judicial procedures and rules of evidence; considerable knowledge of public defendant work; considerable knowledge of the City charter and code provisions; and good knowledge of principles and practices of public administration and supervision. Ability to prepare and try a variety of cases in court; ability to prepare legal documents and sound legal opinions; ability to weigh evidence and to interpret and apply laws and precedents; ability to write clearly and concisely; ability to plan, direct and supervise the work of others; 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 steadiness and finger dexterity enough to use a keyboard, calculator and telephone; frequent lifting and carrying up to 20 pounds; occasional pulling up to 20 pounds; may be subject to sitting for extended periods of time, walking, standing, bending, and reaching; and vision, speech, and hearing sufficient to perform the essential tasks.

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

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; requires some travel to various locations within the City of Tulsa to conduct investigations or to argue appeals; and subject to additional working hours above forty-hour work week.

Class Code: 2046

EEO Code: E-02

Pay Code: CA-04

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Group: Cultural, Legal, and Science
Series: Legal

Effective date: July 1, 2000