



Kittitas County, Washington
Employment Opportunity

Situated in central Washington between the foothills of the stunning Cascade Mountains and the mighty Columbia River, Kittitas County residents enjoy limitless activities and recreation opportunities year-round. With over 200 days of sunshine each year, residents and visitors can enjoy activities including numerous golf courses, fishing and boating, horseback riding, cross country skiing, snowboarding, snow shoeing, snowmobiling, hiking, climbing, backpacking, and camping.

PUBLIC DEFENSE DIRECTOR

The Public Defense Director oversees all legal and administrative functions of the Kittitas County Department of Public Defense. This position is responsible for planning, organizing, directing, coordinating, and evaluating the efforts of the department and its programs/staff. Anyone who meets the qualifications stated below may apply.

Department: Department of Public Defense

Job-Type: Full-Time

Primary Work Location: Ellensburg, WA

Salary Range: \$10,141 - \$13,646 per month.

Application Deadline: This position is considered open until filed with a first review after 9/23/2022.

PRIMARY DUTIES

Program Management

- Foster and promote system improvements, efficiencies, access to justice, and equity in the criminal and juvenile justice systems.
- Coordinate necessary support and professional services necessary for effective indigent defense.
- Develop and implement strategic short and long-range plans, programs, goals, and objectives.
- Draft and negotiate contracts with public defenders.
- Identify cases which present an ethical conflict of interest for the OPD, and administer contracts with outside counsel.
- Designate and assign qualified attorneys to represent persons determined to be indigent by the court.
- Develop policies and ensure compliance with office policies and procedures.
- Advise staff on complex issues, defense strategies and procedures.
- Develop and administer a system for support services necessary for indigent defense.
- Prepare and monitor the annual office budget. Analyze funds and ensure operations and expenditures are within budgetary constraints.
- Annually apply for and manage state funds awarded to the county by the Washington State Office of Public Defense.
- Oversee records management practices, including records retention, preservation, and destruction, as well as public disclosure.

Staff Management

- Plan, assign, and supervise daily workload of employees; administer performance evaluations and disciplinary action in accordance with County policy and procedures.

Kittitas County is an Equal Opportunity Employer

Human Resources • Kittitas County Courthouse • 205 West 5th Ave Suite 107 • Ellensburg, WA 98926
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- Monitor attorney caseloads. Collect quarterly Certifications of Compliance to the Washington Supreme Court's Standards for Indigent Defense.
- Manage employee work schedules, approve timecards and leave requests.
- In coordination with Human Resources, manage the recruitment process of new and vacant positions.
- Train and coach new employees in the development of goals, objectives, and performance measures.
- Train and coach staff and contractors on best practices related to public defense services.
- Resolve issues and/or conflicts as they arise.

OTHER DUTIES

- Perform the duties of a Public Defense Attorney as needed.
- Respond to common inquiries or complaints from customers and other agencies in a professional manner.
- In coordination with the IT Department, maintains and updates the OPD public website.
- Represent the Kittitas County Office of Public Defense at relevant local and state committees, meetings, and community groups.
- Consult and coordinate with the Civil Division of the Prosecuting Attorney's Office for legal advice and support to the Department, as required by RCW 36.27.020(2) and Kittitas County Code Section 2.09.010.
- Complete special projects and reports as required.

This job description is a summary of the primary functions and expectations for this position. Additional department- related duties may be assigned as required.

MINIMUM QUALIFICATIONS

- Juris Doctorate degree from an accredited law school OR successful completion of the APR 6 Law Clerk program, followed by admission to the Washington State Bar.
- Qualified to represent persons charged with Class A felonies under the Washington Supreme Court Standards for Indigent Defense.
- Valid WSBA number/license.
- Valid Washington State Driver's License.
- A criminal history and background check will be performed on qualified candidates. Convictions may preclude candidates from employment in certain circumstances. Factors such as relativity to the position, age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Washington State laws and statutes related to criminal offenses, Washington and federal rules of evidence and criminal procedures, the Washington Rules of Professional Conduct, the Washington Supreme Court Standards for Indigent Defense, the WSBA's Standards for Indigent Defense Services, and the WSBA's Performance Guidelines for Criminal Defense and Juvenile Offense Representation.
- Ability to communicate professionally, both verbally and in writing, with diverse populations.
- Ability to provide guidance, leadership, assistance, and training to others.
- Proficient computer skills, including Microsoft Office programs, and ability to quickly learn other programs specific to the position/department.
- Ability to maintain confidentiality.

- Work effectively under pressure, meet deadlines, and adjust quickly to sudden changes and priorities.
- Know and abide by the Rules of Professional Conduct for attorneys.
- Ability to set priorities, work with law enforcement and other criminal justice personnel, and follow the rules of the court.

PREFERRED QUALIFICATIONS

- Knowledge of Washington State Public Records Act and records retention procedures/schedules.

WORKING CONDITIONS

Work is primarily performed in an office or courtroom setting. Sustained posture in a seated position, walking, kneeling, crouching, stooping, reaching, climbing (stairs or other), twisting, crawling, and prolonged periods of computer operation; and strength to lift up to 25 pounds or more with assistance. Exposure to persons whose emotions may range from crying to nearly incapacitated to hostile will occur. Must have close, distance, color, and peripheral vision, depth perception, ability to adjust focus, read printed materials, a computer screen, and assess situations in varying environments and degrees of light; and hearing and speech to communicate clearly in person or over the telephone.

Work is typically performed during regular office hours; however, exempt/management positions are expected to work the number of hours necessary to complete the duties of the position. Periodic travel is required for meetings and/or training opportunities. Must be able to safely operate a motor vehicle in varied weather conditions and all levels of daylight.

Per Kittitas County Ordinance 2022-010, the Public Defense Director will serve a term of office of four (4) years that will coincide with the Elected Prosecuting Attorney term. The Board of County Commissioners may reappoint the Director for additional terms.

Reliable attendance and punctuality are required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPLICATION PROCESS

Applicants must apply online using the electronic recruitment portal. The following items are required:

1. Kittitas County Employment Application
2. Resume
3. Letter of Interest
4. Three (3) professional references and three (3) personal references