



COUNTY OF LOS ANGELES
OFFICE OF THE PUBLIC DEFENDER
OPEN COMPETITIVE JOB OPPORTUNITY



THIS ANNOUNCEMENT IS A RE-BULLETIN TO UPDATE MONTHLY SALARY, SPECIAL REQUIREMENT INFORMATION, APPLICATION INFORMATION, AND SUPERSEDES BULLETIN NO. 670-02-2007, POSTED APRIL 07, 2006 WITH AN ORIGINAL FILING DATE OF OCTOBER 12, 2004. PERSONS WHO HAVE ALREADY APPLIED WITHIN THE LAST THREE (3) MONTHS NEED NOT REAPPLY, BUT MAY SUBMIT ADDITIONAL INFORMATION BY THE LAST DAY OF FILING. THE INFORMATION MUST INCLUDE THE CORRECT EXAMINATION TITLE AND NUMBER.

Bulletin No. 670-05-2008

Posting Date: February 15, 2008

JOB TITLE	<u>DEPUTY PUBLIC DEFENDER II</u>
EXAM NUMBER	L9248C
FILING DATES	October 12, 2004 until needs are met
SALARY	\$6,107.18 - \$8,688.45 MONTHLY \$6,107.18 - \$8,927.36 MONTHLY (Effective July 1, 2008) \$6,290.64 - \$9,195.55 MONTHLY (Effective January 1, 2009)
ESSENTIAL JOB FUNCTIONS	Positions in the class of Deputy Public Defender II are responsible for any combination of the following essential functions: Interview clients and witnesses, conduct preliminary hearings, review transcripts, request the investigation of facts and testimony, and confer with law enforcement officers, experts, deputy district attorneys, and other interested parties to determine the course of action that should be taken in behalf of their clients; represent the defense in the trial of felony cases and the more difficult misdemeanor cases; advises clients as to their rights and the actions they should take in court; prepare briefs, pleadings and other documents and make motions for continuances, dismissals, reduction of bail and new trials; represent the defense in arraignment, pleading, probation and sentencing proceedings in felony and misdemeanor cases; and prepare reports outlining the advisability of appealing cases.
MINIMUM REQUIREMENTS	One year of experience in the practice of criminal law at the level of a Deputy Public Defender I*. <i>United States citizenship is required for appointment to this position.</i> Physical Class: 2 - Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved. Licenses: Admission to practice law in all courts in California. A valid California Class "C" Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions. Special Requirement Information: <u>AT THE TIME OF FILING</u> , applicants MUST provide the following documents: <ul style="list-style-type: none">• A legible copy of a current valid (i.e. "Active") California State Bar Card;• Two copies of a resume, which includes your relevant professional legal experience, all formal education beyond high school, personal achievements and scholastic honors, etc.

Office of the Public Defender: Address: 210 W. Temple Street, Suite 19-604, Los Angeles, CA 90012
24-Hour Job Line: (800)970-LIST; TTY Phone: (800) 801-5551

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Accreditation: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services and Association of International Credential Evaluators, Inc.

*In the County of Los Angeles, Deputy Public Defender I performs beginning level legal work required in representing the defense in civil or criminal cases accepted by or assigned to the Public Defender.

DESIRABLE QUALIFICATIONS

- Experience in the practice of criminal law as an attorney in a public agency
- Experience in the practice of criminal law as a defense attorney in a public agency

SPECIAL INFORMATION

Shift: Day: 8:00a.m. - 5:00p.m.

VACANCY INFORMATION

The resulting Eligible Register for this examination will be used to fill vacancies in the Office of the Public Defender. Appointees to this position must be able and willing to work in any area of Los Angeles County and may be subject to transfer at any time.

EXAMINATION CONTENT

This examination will consist of a qualifying evaluation of education, training and experience based upon submitted application information. Candidates with the highest qualifications based on the qualifying experience will be invited to an oral interview weighted 100%. The interview will cover training, experience, personal fitness and the general ability to perform the duties of the position. A portion of the exam will cover knowledge of California criminal law, procedure and evidence. **Candidates must achieve a passing score of 70% or higher in order to be placed on the Eligible Register.**

ELIGIBILITY INFORMATION

Successful candidates will be placed on the Eligible Register in order of their score group for a period of three (3) months following the date of promulgation. Passing this examination and being placed on the Eligible Register does not guarantee an offer of employment.

Retake Information: No person may compete for this examination more than once every three (3) months.

******* IMPORTANT INFORMATION *******

**APPLICATION
INFORMATION**

This examination will remain open until the needs of the service are met and is subject to closure without prior notice. Application filing may be suspended at any time without advance notice.

Instructions for Filing Online: The Standard County of Los Angeles Employment Application for this examination can be completed Online and submitted electronically beginning Tuesday, October 4, 2004. Applications electronically received after 5:00 p.m., PST, on the last day of filing will not be accepted. **TO APPLY ONLINE GO TO:** <https://easier.co.la.ca.us>.

Applicants who apply Online, must either upload required documents as attachments during application submission or fax a photocopy of the required documents to (213) 633-5032 within five (5) business days of filing Online. Please include your Name, the Exam Number and the Exam Title on faxed documents.

Instructions for Hard Copy Submission : A Standard County of Los Angeles Employment Application for this position will be accepted on business days only between 8:00 a.m. and 5:00 p.m., beginning Tuesday, October 12, 2004. A Standard County Employment Application can be found at: <http://easier.co.la.ca.us/JobInfo/empapp.pdf>.

The acceptance of your application will depend on whether you have clearly shown that you meet the Minimum Requirements. Please fill out the application completely and correctly so you will receive full credit for related education and/or experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. ***To receive full credit for any type of college degree, such as Associate, Bachelor, Master, or Doctorate degree, or for completion of a certificate program, you must include a photocopy of the diploma or certificate with your application. Official college transcripts, which include titles of courses completed, number of credits earned, date of graduation, major, and degree awarded, may be accepted in lieu of a copy of your diploma.*** For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned. All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process.

Submit completed application and any required supplemental (if any) in person or by U.S. Mail to the following address:
OFFICE OF THE PUBLIC DEFENDER, HUMAN RESOURCES DIVISION
Clara Shortridge-Foltz Criminal Justice Center
210 West Temple Street, Suite 19-604
Los Angeles, CA 90012
(213) 974-2962

**DISABILITY
ACCOMMODATIONS**

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA coordinator at (213) 974-2962.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (213) 974-2962. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (800) 801-5551 . The County will attempt to meet reasonable accommodation requests whenever possible.

**AN EQUAL
OPPORTUNITY
EMPLOYER**

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

CHILD SUPPORT COMPLIANCE

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

VETERAN'S CREDIT

VETERANS' PREFERENCE CREDIT of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States:

- During a declared war; or
- During the period April 28, 1952 through July 1, 1955; or
- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or
- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans' preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time as it is provided.

EMPLOYMENT ELIGIBILITY INFORMATION

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that **all** persons hired after November 6, 1986, are required to present original documents to the County, **within three (3) business days** of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

RECORD OF CONVICTIONS

A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). **ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.**

SOCIAL SECURITY ACT OF 2004

Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

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