

VENTURA COUNTY, PUBLIC DEFENDER INVITES APPLICATIONS FOR:



**Public Defender Trial Attorney I/II
0217PDO-22AB (MC)**

An Equal Opportunity Employer

SALARY RANGE (approximate)

\$40.71 - \$63.47
Hour

\$7,055.64 - \$11,001.54 Monthly \$84,667.64 - \$132,018.45 Annually

This posting is for the Ventura County Public Defender; vacancy location is Ventura and may require travel throughout Ventura County and neighboring counties.

POSITION INFORMATION



COUNTY of VENTURA
Public Defender

The mission of the Ventura Public Defender is to ensure equal justice for our clients by providing exceptional legal representation. We represent those who cannot afford a private lawyer in criminal, juvenile, mental health, and probate matters. Our highly trained attorneys and staff are dedicated to our clients and our community. We take the time to understand what each client needs then work together to achieve the best outcome possible.

The Ventura County Public Defender's Office recognizes the value of having a diverse and inclusive workforce at all levels of our department. We are dedicated to recruiting, training, promoting, and creating an environment that is supportive of all employees so that we can have the most high-quality workforce for our clients and be representative of the community we serve. The department acknowledges the negative impacts of systemic racism and is committed to being an active participant in removing barriers so that all people have equitable access and opportunities for success. Our commitment to appreciate our similarities and find strength in our differences allows us to achieve our mission of advocating for the constitutional rights and inherent dignity of our clients.

THE POSITION

Under administrative direction, the Public Defender Trial Attorney performs professional legal services as assigned by the Public Defender. Major areas of assignment may include, but are not limited to misdemeanors, felonies, mental health, and juvenile. Responsible for an ongoing caseload and other assignments which require constant interaction with clients, the public, other agencies, and members of the legal profession.

The eligible list established from this recruitment may be used to fill current and future Regular, Fixed Term, Temporary, Intermittent and Extra-Help vacancies for this and similar positions only. There are currently three (3) Fixed Term vacancies with an anticipated end date of March 1, 2025. This recruitment will also be used to fill one (1) Regular vacancy effective July 1, 2022.

The ideal Public Defender Trial Attorney candidate will demonstrate the following attributes in the performance of their duties:

- Possess the desire to work with, represent, and advocate for indigent clients on legal matters filed in Ventura Superior Court and the Second District Court of Appeals;
- Willingness to go to trial for clients and provide outstanding representation and trial advocacy skills;

- Exhibit exceptional oral and written communication skills, including the ability to effectively communicate with a diversity of individuals, members of the public, and public officials;
- Display compassion, dignity, and respect for our clients and holistically advance their interests;
- Demonstrate considerable knowledge of and experience with public defense work: Criminal defense law, trial advocacy and procedures, ethics, and research and writing;
- Address complex legal issues using sound judgment, analysis, legal research and writing, and investigation.
- Possess the ability and desire to work and stay organized in a fast-paced environment and prioritize and manage an ongoing caseload.

PAYROLL TITLE: Attorney I, Attorney II

APPROXIMATE SALARIES:

Attorney I: \$84,667.64 - \$106,894.60 Annually

Attorney II: \$114,331.99 - \$132,018.45 Annually

EDUCATIONAL INCENTIVE: Employees may be eligible for an educational incentive of 5% based on completion of a Master's degree that is not required for the classification.

BILINGUAL INCENTIVE: Incumbents may also be eligible for bilingual incentive pay depending upon operational needs and certification skills.

The Attorney I/II is represented by the Criminal Justice Attorneys' Association of Ventura County (CJAAVC) and is not eligible for overtime compensation.

TENTATIVE SCHEDULE

Opening Date: April 6, 2022

Closing Date: Continuous

First Review: The first review of applications is anticipated to occur on or around April 13, 2022. Subsequent reviews may be conducted until sufficient applications are received to meet business needs.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

- Litigate jury trials.
- Prepares for jury trial litigation by interviewing clients and witnesses and evaluating and analyzing evidence.
- Appears with clients at court hearings, makes appropriate motions and pleas, and takes other legal action on behalf of clients.
- Responsible for a criminal or quasi-criminal caseload requiring constant interaction with clients, the public and other agencies, and members of the legal profession.
- Resolves contested issues through thorough research and drafting of court pleadings.
- Negotiates dispositions of cases according to office policy.
- Prepares reports, briefs, and other legal documents as needed.
- May make presentations to community organizations, students, and other members of the public.
- Performs other related duties as assigned or required.

TYPICAL QUALIFICATIONS

These are the entrance requirements to the examination process, possession of which assures neither continuance in the process nor placement on an eligible list.

EDUCATION, TRAINING, AND EXPERIENCE:

Attorney I: Applicants must be law school graduates who have been licensed by the California Bar Association by the time of job offer. No experience is required at the Attorney I level. Advancement in the series is dependent upon sustained meritorious performance.

Attorney II: Applicants must be law school graduates who have been licensed by the California Bar Association. The Attorney II level requires a minimum of two (2) years of legal experience. Advancement within the series is dependent upon sustained meritorious performance.

NECESSARY SPECIAL REQUIREMENTS:

- Strong organizational skills and ability to efficiently prioritize workload.
- Must be willing to represent, effectively communicate with, and strongly advocate for indigent clients who may suffer from mental health issues, substance use disorder issues, and the effects of trauma.
- Must be an active member in good standing with the California State Bar Association by the time of job offer.
- Must possess and maintain a valid, unrestricted (with the exception of corrective lenses) California Driver License at and during the time of employment.

NOTE: The County of Ventura's Personnel Rules and Regulations prohibit County Attorneys from engaging in the private practice of law.

DESIRED:

Recent experience with:

- Student government, moot court, mock trial, or community service or non-profit organizations.
- Criminal defense experience representing indigent clients and/or traditionally underserved persons or groups.
- Preparing written motions.
- Specialized skills or training related to criminal defense.
- Fluency in Spanish is highly desirable.

RECRUITMENT PROCESS

FINAL FILING DATE: This is a continuous recruitment and may close at any time; therefore, apply as soon as possible if you are interested in it. Your application must be received by County of Ventura Human Resources in Ventura, California, no later than 5:00 p.m. on the closing date.

To apply on-line refer to web site: www.ventura.org/jobs. If you prefer to fill out a paper application form, please call (805) 654-5129 for application materials submit them to County of Ventura Human Resources, 800 S. Victoria Avenue, L-1970, Ventura, CA 93009.

NOTE: If presently permanently employed in another "merit" or "civil service" public agency/entity in the same or substantively similar position as is advertised, and if appointed to that position by successful performance in a "merit" or "civil service" style examination, then appointment by "Lateral Transfer" may be possible. If interested, please click [here](#) for additional information.

Note to Applicants: It is essential that you complete all sections of your application and supplemental questionnaire thoroughly and accurately to demonstrate your

qualifications. A resume and/or other related documents may be attached to supplement the information in your application and supplemental questionnaire; however, it/they may not be submitted in lieu of the application.

APPLICATION EVALUATION – qualifying

All applications will be reviewed to determine whether or not the stated requirements are met. Those individuals meeting the stated requirements will be invited to continue to the next step in the screening and selection process.

SUPPLEMENTAL QUESTIONNAIRE – qualifying

All applicants are required to complete and submit the questionnaire for this examination at the time of filing. The supplemental questionnaire may be used throughout the examination process to assist in determining each applicant's qualifications and acceptability for the position. Failure to complete and submit the questionnaire may result in the application being removed from consideration.

TRAINING & EXPERIENCE EVALUATION – 100%

A Training and Experience Evaluation (T&E) is a structured evaluation of the job application materials submitted by a candidate, including the written responses to the supplemental questionnaire. The T&E is NOT a determination of whether the candidate meets the stated requirements; rather, the T&E is one method for determining who are the better qualified among those who have shown that they meet the stated requirements. In a T&E, applications are either scored or rank ordered according to criteria that most closely meet the business needs of the department. Candidates are typically scored/ranked in relation to one another; consequently, when the pool of candidates is exceptionally strong, many qualified candidates may receive a score or rank which is moderate or even low resulting in them not being advanced in the process.

NOTE: The established eligible list will be created from the scores resulting from a Training and Experience Evaluation (T&E). In a typical T&E, your training and experience are evaluated in relation to the background, experience and factors identified for successful job performance during a job analysis. For this reason, it is recommended that your application materials clearly show your relevant background and specialized knowledge, skills, and abilities. **It is also highly recommended that the supplemental questions within the application are completed with care and diligence providing all information requested.** Examinees must earn a score of seventy percent (70%) or higher to qualify for placement on the eligible list.

If there are three (3) or fewer qualified applicants, a T&E will not be conducted. Instead, a score of seventy percent (70%) will be assigned to each application, and each applicant will be placed on the eligible list.

Candidates successfully completing the examination process may be placed on an eligible list for a period of six (6) months.

BACKGROUND INVESTIGATION : A thorough pre-employment, post offer background investigation which may include inquiry into past employment, education, criminal background information, and driving record may be required for this position.

For further information about this recruitment, please contact Maria Carbajal by e-mail to Maria.Carbajal@ventura.org or phone (805) 662-6544.

Public Defender Trial Attorney I/II Supplemental Questionnaire

Please respond to the following questions. Your responses will give us additional information about your experience and background related to this position, and will be used in the selection process. Please be as concise and specific as possible; clarity of expression and ability to follow instructions will be considered in the evaluation process.

1. This supplemental questionnaire is the first part of the examination process. Applicants who fail to successfully submit a completed supplemental questionnaire will be eliminated from further consideration. Your responses should be thorough, specific, and succinct as they will be reviewed and evaluated by a panel of Subject Matter Experts for overall content.

NOTE: The eligible list for this recruitment will be established by way of a Training & Experience (T&E) evaluation of your application: therefore, it is imperative that you provide full, complete responses to the supplemental questions below and provide detail in the Work Experience section to support your answers. Please be sure to list all employers and required information on your application, especially if you are referencing those employers in your responses to the supplemental questions.

Do you understand the above statement?

2. Please select the statement that applies to you.

- I am a law school graduate who has taken the California Bar Exam, but I am not yet licensed. I understand that I will need to be licensed by the time of a potential job offer.
- I am a law school graduate who is licensed by, and in good standing with, the California Bar Association.
- Neither of these statements apply to me.

3. If you have a California Bar number, please provide the number and the date you were admitted.

4. Do you possess or are you able to possess a valid California driver's license by the time of hire?

5. Are you willing to represent, effectively communicate with, and strongly advocate for indigent clients who may suffer from mental health issues, substance use disorder issues, and the effects of trauma?

6. Please describe in detail your undergraduate and law school education, including leadership activities.

7. Please describe your view of the appropriate ethical and professional standards that should

be observed by a Public Defender. If you have ever been investigated by the State Bar, please explain the situation and the outcome.

8. Please describe any criminal defense trial experience you have as a criminal defense attorney and provide the following information:

- A) The number of trials you have conducted
- B) Approximate dates
- C) Charges before the court
- D) Whether it was a jury trial or court trial
- E) The outcome
- F) Indicate if you were the lead attorney or assisting a lead attorney

If you do not have experience in this area, please type "No experience."

9. Describe your non-trial courtroom experience as a criminal defense attorney, such as arraignment calendars, preliminary hearings, arguing motions, preparing written motions, etc. Indicate if you were the lead attorney or assisting a lead attorney.

If you do not have experience in this area, please type "No experience."

10. Describe your experience as a law clerk, certified law student, intern, paralegal or volunteer in the areas listed below. Include the employer(s) where you gained your experience, number of months worked, and hours worked per month for each position.

- A) Experience in a Public Defender's office
- B) Experience in a law firm specializing in criminal defense
- C) Experience in a law firm specializing in representing indigent clients or the public interest
- D) Legal experience other than criminal defense

NOTE: Employer(s) where you obtained the experience must be included in the Work Experience section of your application.

If you do not have experience in this area, please type "No experience"

11. Detail your participation in the following: College or law school student government, moot court, mock trial, college debate, acting or public presentations, law review (or similar experience), and any other similar organizations.

12. Please describe your experience working with the following:

- A) Low-income persons and/or groups
- B) Individuals suffering from mental health issues
- C) Individuals with a substance use disorder
- D) Individuals who have experienced discrimination, racism, or trauma

If you do not have experience in this area, please type "No experience."

13. Detail and describe any courses, clinics, specialized skills, and/or training (other than law school courses) in which you have participated or completed specifically related to criminal defense, criminal justice, criminal procedure, evidence, or trial advocacy.

14. Please provide a concise but thorough statement to describe specific aspects of your background and experience which demonstrate your interest in criminal defense work. As not every desired quality of the ideal Public Defender Trial Attorney can be captured in the Work Experience section, please use this section to set out any valuable attributes, life experience, or special knowledge that you would bring to this position. Include why you want to serve as a Public Defender for the County of Ventura.

15. Candidate qualifies for:

- Attorney I
- Attorney II