

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Public Defender

SERIES NO.:

6387

MAJOR AGENCIES:

Public Defender only

EFFECTIVE DATE:

09/29/2019

SERIES PURPOSE:

The purpose of the public defender occupation is to provide legal services to indigent criminal defendants in courts of Ohio.

At the first four levels, incumbents provide legal services to indigent criminal defendants, with the level assigned based upon whether incumbent will act as co-counsel or counsel, complexity of case issues & whether they will provide work direction & training to less experienced assistant public defenders & other personnel.

At the next two higher levels, incumbents act as assistant division manager & first line supervisor for one section in a given division & serve as lead on complex felony &/or death penalty cases, or manage all activities of an assigned division & supervise senior assistant public defenders respectively.

At the highest level, the incumbent serves as executive officer for the Ohio Public Defender.

Note: All positions in this series will serve in the unclassified service.

JOB TITLE

Assistant Public Defender 1

JOB CODE

63871

PAY GRADE

41

EFFECTIVE

08/20/2017

CLASS CONCEPT:

The developmental level class works under general supervision & requires working knowledge of criminal law in order to represent indigent criminal defendants in courts of Ohio as co-counsel to higher-level assistant public defender.

JOB TITLE

Assistant Public Defender 2

JOB CODE

63872

PAY GRADE

42

EFFECTIVE

09/29/2019

CLASS CONCEPT:

The full performance level class works under general supervision & requires working knowledge of criminal law in order to represent indigent criminal defendants in courts & tribunals in Ohio as lead counsel with or co-counsel & independently prepare & argue cases in federal courts.

JOB TITLE

Assistant Public Defender 3

JOB CODE

63873

PAY GRADE

43

EFFECTIVE

09/29/2019

CLASS CONCEPT:

The advanced level class works under direction & requires thorough knowledge of criminal law in order to represent indigent criminal defendants in courts of Ohio, at trial, appellate & post-conviction levels, to include preparing & arguing complex cases before Courts of Appeals & Ohio Supreme Court, as lead or co-counsel, & independently preparing complex cases (e.g., murder, first degree felony & death penalty cases).

JOB TITLE

Assistant Public Defender 4

JOB CODE

63874

PAY GRADE

44

EFFECTIVE

09/29/2019

CLASS CONCEPT:

The expert level class works under direction & requires extensive knowledge of criminal law in order to represent indigent criminal defendants in courts of Ohio by preparing & arguing most complex & difficult cases (e.g., death penalty & other murder cases) as lead counsel working alone or with junior assistant public defender assigned as co-counsel, prepare & argue most difficult & complex cases in federal courts to include United States Supreme Court & provide technical & legal assistance or serve as co-counsel or lead counsel with county public defenders & member of private bar or render advice to same on all matters of criminal law & provision of representation of indigent criminal defendants.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
Senior Assistant Public Defender 1	63875	46	09/29/2019

CLASS CONCEPT:

The first supervisory level class works under general direction & requires extensive knowledge of criminal law in order to act as assistant division manager of death penalty division or appeals & post-conviction division & supervise personnel assigned to one section in assigned division.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
Senior Assistant Public Defender 2	63876	48	09/29/2019

CLASS CONCEPT:

The second supervisory level class works under general direction & requires extensive knowledge of criminal law in order to manage all activities of legal division, or death penalty litigation division, develop & implement statewide programs & policies, agency - wide decisions, legislation, employee policies in conjunction with public defender & other senior assistant public defender 2s & supervises lower-level senior assistant public defender 1s & other section supervisors.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
Public Defender	63878	49	08/20/2017

CLASS CONCEPT:

The managerial level class works under administrative direction & requires extensive knowledge of criminal law in order to act as executive officer for Office of the Ohio Public Defender & supervise senior assistant public defender 2 personnel.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Assistant Public Defender 1	63871	EX	08/20/2017	41

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Represents indigent criminal defendants in courts of Ohio, at trial, appellate & post-conviction levels, as co-counsel to higher-level assistant public defender (i.e., researches, analyzes & interprets complex issues of law; conducts legal research & prepares briefs, memoranda, motions & other pleadings subject to review; reviews drafts of pleadings, briefs, motions & memoranda prepared by legal interns; assigns legal interns & other personnel in preparation of case files or to collect data or evidence for case work; participates with other attorneys in formulation of legal strategies for particular client; renders legal advice to clients with senior attorneys through corresponding & meeting with clients to explain legal strategies & to obtain client's input & approval; assists county public defenders & members of private bar in researching complex legal issues & in preparing briefs, memoranda, pleadings & motions; renders legal advice to county public defenders & members of private bar).

Answers inquiries from indigent inmates, under supervision from higher-level assistant public defender, concerning their wrongful incarceration (e.g., answers telephone calls & correspondence; initiates correspondence; reviews & researches claims; initiates legal petitions when appropriate; prepares pleadings, briefs & memoranda; appears in court on behalf of indigent inmates).

Prepares cases for presentation before Adult Parole Authority concerning parole difficulties & parole revocation under supervision of higher-level assistant public defender.

Prepares cases for trial under supervision of higher-level assistant public defender & independently tries cases, examines witnesses, presents legal arguments & evidence conducts pre-trial conferences, hearings & plea negotiations & conducts appeals & other post-conviction matters.

Conducts statistical analysis of standards established by rule regarding conduct of county public defender offices & appointed counsel systems in Ohio; appears in public & private settings on behalf of State Public Defender to discuss law & policy; testifies before state legislature on matters of criminal law.

MAJOR WORKER CHARACTERISTICS:

Knowledge of criminal law; judicial system & process in Ohio; supervision; policies & procedures of Office of the Ohio Public Defender (e.g., standards promulgated*; human relations; general management*; legal counseling; interviewing; public relations. Ability to deal with many variables & determine specific action; prepare &/or review pleadings, briefs, motions & memoranda; gather collate & classify information about data, people or things; handle complex legal issues involving significant risks, personal pressure & unusual attention to detail; establish good rapport with clients & their families &/or work cooperatively with county public defenders & members of private bar; code items from one symbolic form to another; calculate fractions, decimals & percentages.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Licensed to practice law in State of Ohio pursuant to section 4705.01 of Revised Code.

Note: Temporary Certification for Practice in Legal Services, Public Defender, and Law School Programs may be accepted in lieu of License to practice law in State of Ohio pursuant to Gov. Bar R. IX of the Supreme Court of Ohio.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Completion of 24 credit hours of continuing legal education from accredited programs for applicable two-year reporting period pursuant to Rule X of Rules of Government of Bar of Ohio. Current certificate of registration pursuant to Rule VII of Rules of Government of Bar of Ohio.

UNUSUAL WORKING CONDITIONS:

Requires travel which includes overnight stay.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Assistant Public Defender 2	63872	EX	09/29/2019	42

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Represents indigent criminal defendants in court & tribunals in Ohio as lead counsel with lesser experienced assistant public defender assigned or co-counsel to high-level assistant public defender (i.e., researches, analyzes & interprets complex issues of law; conducts legal research & prepares briefs; independently prepares cases for trial; independently tries cases; independently prepares & argues appellate & post-conviction cases before Courts of Appeals & Ohio Supreme Court; independently prepares, argues & tries cases before Adult Parole Authority; prepares & conducts onsite & formal revocation hearings before Parole Board; provides work direction & training to other office personnel such as legal interns, investigators, assistant public defenders & social workers in preparation of cases of trial & appeal; carries large caseload; reviews drafts of pleading's, brief, motions & memoranda prepared by other office personnel with final responsibility for said documents when acting as lead counsel; writes technical legal pleadings & verbally presents legal arguments to courts on such documents; formulates legal strategies to include corresponding with & consulting clients to discuss & explain legal strategies in their cases; assists & advises county public defenders & members of private bar in complex legal research of issues, preparing legal paperwork, presenting trial, & appeal & post-conviction matters to courts; instructs & reviews work of lesser experienced assistant public defenders when assigned to assist on cases) & independently prepares & argues cases in federal courts.

Appraises inquiries from indigent inmates concerning their wrongful incarceration (e.g., answers telephone calls & letters from inmates & their families; initiates correspondence; reviews & researches claims; initiates legal petitions where appropriate; prepares pleadings, briefs & memoranda; appears in court on behalf of indigent inmates); directs other personnel in preparation of post-conviction matters for indigent inmates.

Conducts statistical analysis of standards established by rule regarding conduct of county public defender offices & appointed counsel systems in state; appears in public & private settings on behalf of State Public Defender to discuss law & policy; testifies before state legislature on matters of criminal law; performs related legal & administrative work; conducts training for less experienced assistant public defenders & legal interns; works with federal, state & local officials or group representatives to solve problems concerning specific clients or criminal law in general.

MAJOR WORKER CHARACTERISTICS:

Knowledge of employee training & development*; supervision*; human relations; policies & procedures of Office of the Ohio Public Defender (e.g., standards promulgated); general management*; legal counseling; interviewing; criminal law & judicial system & process in Ohio; public relations. Ability to deal with many variables & determine specific action; calculate fractions, decimals & percentages; prepare & review pleadings, briefs, motions & memoranda; gather, collate & classify information about data, people or things; handle complex legal issues involving significant risks, personal pressure & unusual attention to detail; establish good rapport with clients & their families &/or work cooperatively with county public defenders & members of private bar; handle contacts with federal, state & local officials or group representatives to resolve problems concerning specific clients or criminal law in general.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Admission to Ohio Bar pursuant to Section 4705.01; licensed to practice law for minimum of 3 years; 3 years criminal law experience; admission to practice law in federal courts, excluding United States Supreme Court.

Note: Temporary Certification for Practice in Legal Services, Public Defender, and Law School Programs may be accepted in lieu of License to practice law in State of Ohio pursuant to Gov. Bar R. IX of the Supreme Court of Ohio.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Completion of 24 credit hours of continuing legal education from accredited programs for applicable two-year reporting period pursuant to Rule X of Rules of Government of Bar of Ohio. Current certificate of registration pursuant to Rule VII of Rules of Government of Bar of Ohio.

UNUSUAL WORKING CONDITIONS:

Requires travel to include overnight stay.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Assistant Public Defender 3	63873	EX	09/29/2019	43

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Represents indigent criminal defendants in courts of Ohio at trial, appellate & post-conviction levels (i.e., includes preparing & arguing complex cases before Courts of Appeals & Ohio Supreme Court), as lead counsel or co-counsel, by independently preparing complex cases (e.g., murder, first degree felony & death penalty cases) to include responsibility for researching, analyzing & interpreting complex issues of law, conducting legal research & preparing briefs, memoranda, pleadings & motions, tries cases, prepares, tries & argues cases before Adult Parole Authority, directs other office staff (e.g., investigators, social works, legal interns assistant public defenders) in preparing cases for trial & reviews drafts of pleadings, briefs, motions & memoranda prepared by legal interns & junior assistant public defenders with final responsibility for said documents for assigned cases, writes & argues technical legal pleadings in complex cases, formulates legal strategies for particular clients & applies some for effective & successful representation of clients, directly handles large caseload of complex or unprecedented cases, develops novel legal theories in complex cases, prepares & presents cases which are of great public interest &/or importance (e.g., highly publicized cases or those of importance to criminal law), discusses individual cases with media & public when appropriate, provides technical & legal assistance to county public defenders & members of private bar on all matters of criminal law & prepares, tries & argues complex cases in federal courts.

Instructs, assists & provides work direction & training to other assistant public defenders in fields of expertise which may include serving as chief counsel when directed by Senior Assistant Public Defender or State Public Defender (e.g., death penalty, trial advocacy, appeals, post-conviction matters); coordinates programs for assisting & instructing individual county public defenders & members of private bar in areas of expertise; assists senior assistant public defender in planning & conducting statewide training seminars for county public defenders & members of private bars in their areas of expertise.

Appraises inquiries from indigent inmates & their families concerning wrongful incarceration (e.g., answers telephone calls & letters from inmates & their families; initiates correspondence; reviews & researches claims; initiates legal petitions when appropriate; prepares pleadings, briefs & memoranda; appears in court on behalf of inmates); directs other personnel in preparation of post-conviction matters for indigent inmates; supervises intake & assignment of inquiries & cases to other staff attorneys when assigned.

Develops & implements statewide policies, legislation & training concerning criminal law & representation of indigent criminal defendants in conjunction with senior assistant public defender, State Public Defender, legislative liaison, county public defenders, members of private bar & representatives of federal, state & local governments; drafts proposed legislation in areas of criminal law & representation of indigent criminal counsel when directed.

Conducts statistical analysis concerning indigent representation of throughout state & standards established by rule outlining conduct of county public defender offices & appointed counsel systems throughout Ohio; drafts qualifications & standards pursuant to Chapter 120 of Revised Code when directed; appears in public & private settings on behalf of State Public Defender to discuss law & policy; delivers public speeches on behalf of State Public Defender; testifies before state legislature & other governmental bodies on behalf of State Public Defender; drafts & reviews confidential, important & legal documents in area of expertise; performs necessary related legal & administrative work.

MAJOR WORKER CHARACTERISTICS:

Knowledge of criminal law; judicial system & process in Ohio; general management*; employee training & development; supervision; human relations; policies & procedures of Office of the Ohio Public Defender; legal counseling; interviewing; public relations. Ability to deal with many variables & determine specific action; calculate fractions, decimals & percentages; prepare & review pleadings, briefs, motions & memoranda; gather, collate & classify information about data, people or things; handle complex legal issues, some without precedents, involving significant risks, personal pressure & unusual attention to detail; establish good rapport with clients & their families &/or work cooperatively with county public defenders & members of private bar; prepare & deliver training seminars for legal professionals; draft policies & legislation in area of criminal law; handle sensitive contacts with legislative liaison, county public defenders, members of private bar, & representative of state, local & federal governments regarding criminal law & representation of indigent criminal defendants; prepare & deliver public speeches; draft qualifications & standards of conduct for county public defender & appointed counsel systems.

(* Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Admission to Ohio Bar pursuant to Section 4705.01; licensed to practice law for minimum of 5 years; 5 years criminal law experience; admission to practice law in federal courts, excluding United States Supreme Court; prior to appointment as appellate counsel for an indigent defendant in a capital case pursuant to Appt.Coun.R. 5.02 & 5.03, an attorney shall obtain certification from the Commission on Appointment of Counsel in Capital Cases.

Note: Temporary Certification for Practice in Legal Services, Public Defender, and Law School Programs may be accepted in lieu of License to practice law in State of Ohio pursuant to Gov. Bar R. IX of the Supreme Court of Ohio.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Completion of 24 credit hours of continuing legal education from accredited programs for applicable two-year reporting period pursuant to Rule X of Rules of Government of Bar of Ohio. Current certificate of registration pursuant to Rule VII of Rules of Government of Bar of Ohio.

UNUSUAL WORKING CONDITIONS:

Requires travel which includes overnight stay; on 24-hour call each day.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Assistant Public Defender 4	63874	EX	09/29/2019	44

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Represents indigent criminal defendants in courts of Ohio by preparing & arguing most difficult & complex cases (e.g., death penalty & other murder cases) as lead counsel either working alone or with junior assistant public defender assigned as co-counsel (i.e., researches, analyzes & interprets most difficult & complex issues of law; conducts legal research & prepares briefs, memoranda, pleadings & motions in most complex & difficult cases; supervises other assistant public defenders, investigators, social workers, legal interns & secretarial personnel in preparation for trial & appeal of cases; reviews & evaluates drafts of pleadings, briefs, motions & memoranda prepared by others with final responsibility for all such documents for cases assigned; formulates difficult legal strategy & applies same for effective & successful representation of clients; directly handles large caseload of most difficult & complex or unprecedented cases & develops novel legal theories in such cases; prepares & presents cases of great public importance or interest; discusses individual cases with media & public when appropriate), prepares & argues most difficult & complex cases in federal courts to include United States Supreme Court & provides technical & legal assistance or serves as co-counsel or lead counsel with county public defenders & members of private bar or renders legal advice to same on all matter of criminal law & provision of representation of indigent criminal defendant.

Instructs, assists & supervises other assistant public defenders in field of expertise (e.g., death penalty, trial advocacy, appeals, post-conviction); plans & conducts individual &/or statewide training in area of expertise for county public defenders & members of private bar; serves as chief counsel in area of expertise & supervises & assigns cases in that area at discretion of senior assistant public defender; acts as section chief & reviews & evaluates work of other personnel when assigned.

Supervises, instructs & trains other personnel in management of intake calls & letters from indigent inmates & their families; assists in preparation of post-conviction matters in complex & difficult cases when appropriate; advises other assistant public defenders in preparation of petitions for post-conviction review.

Develops & implements statewide policies, legislation & training concerning criminal law & representation of indigent criminal defendants in conjunction with senior assistant public defender & State Public Defender, legislative liaison, county public defenders, members of private bar & representatives of federal, state & local governments & private organizations; drafts proposed legislation concerning criminal law & representation of indigent criminal counsel.

Supervises & conducts statistical analysis concerning indigent representation throughout state & standards established by rule outlining conduct of county public defender offices & appointed counsel systems throughout Ohio; drafts qualifications & standards pursuant to Chapter 120 of Revised Code; appears in public & private settings on behalf of State Public Defender to discuss law & policy; delivers public speeches on behalf of State Public Defender; testifies before state legislature & other governmental bodies on behalf of State Public Defender; drafts & reviews confidential, important & legal documents in area of expertise; performs necessary related legal & administrative work.

MAJOR WORKER CHARACTERISTICS:

Knowledge of criminal law; judicial system & process in Ohio; general management; employee training & development; human resources training & development; supervision; human relations; public relations; policies & procedures of the Office of the Ohio Public Defender; legal counseling; interviewing. Ability to deal with many variables & determine specific action; calculate fractions, decimals & percentages; prepare & review pleadings, briefs, motions & memoranda; gather, collate & classify information about data, people or things; handle most complex & difficult & novel cases, most without precedents, involving significant risks, personal pressure & unusual attention to detail; establish good rapport with clients & their families &/or work cooperatively with county public defenders & member of private bar; prepare & deliver training seminars for legal professional; draft policies training & legislation in area of criminal law; handle sensitive contacts with legislative liaison, county public defenders, members of private bar & representatives of federal, state & local governments regarding criminal law & representation of criminal defendants; prepare & deliver public speeches; draft qualifications & standards of conduct for county public defenders & appointed counsel systems.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Admission to Ohio Bar pursuant to Section 4705.01; licensed to practice law for minimum of 5 years; 5 years criminal law experience; prior to appointment as appellate counsel for an indigent defendant in a capital case pursuant to

Appt.Coun.R. 5.02 & 5.03, an attorney shall obtain certification from the Commission on Appointment of Counsel in Capital Cases.

Note: Temporary Certification for Practice in Legal Services, Public Defender, and Law School Programs may be accepted in lieu of License to practice law in State of Ohio pursuant to Gov. Bar R. IX of the Supreme Court of Ohio.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Completion of 24 credit hours of continuing legal education from accredited programs for applicable two-year reporting period pursuant to Rule X of Rules of Government of Bar of Ohio. Current certificate of registration pursuant to Rule VII of Rules of Government of Bar of Ohio.

UNUSUAL WORKING CONDITIONS:

Requires travel to include extensive overnight stay; on 24 hr. call each day.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Senior Assistant Public Defender 1	63875	EX	09/29/2019	46

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Acts as assistant division manager of death penalty division or appeals & post-conviction division & functions as first-line supervisor of one section (i.e., post-conviction; appeals) within assigned division, relieves division manager of daily business functions (e.g., resolving personnel problems; approval/disapproval of leave requests; approval of out-of-state travel; employee counseling), develops & implements policies & procedures for administrative, staff support & investigative staffs, trains new attorneys in standard operating procedures & trains staff attorneys, legal interns & paralegals in preparation of legal documents, trial strategies & ethics, makes case assignments, assists in budget preparation (i.e., prepares statistical information to support requests for additional staff &/or equipment) & represents Public Defender & senior assistant public defender 2 in their absence.

Serves as lead counsel in death penalty cases; represents indigent criminal defendants at trial level & on appeal in all courts on both state & federal level; conducts legal research into criminal law problems; reviews statutes; prepares & files legal documents (e.g., briefs; memos-in-support; motions; pleadings); interprets difficult & complex issues of law; oversees & authorizes expenditures for case preparation (e.g., transcripts & depositions, expert witnesses) & establishes case strategy with staff attorneys.

Provides training & assistance to county public defenders in areas of trial preparation, staffing needs & budget requests & ensures provision of support services (e.g., investigators, polygraph operators, research assistants) & provides immediate resolution to preparation &/or actual trial.

Responds to inquiries from inmates, legislators & general public regarding agency policy & procedures & assists superiors in all legislative activities.

MAJOR WORKER CHARACTERISTICS:

Knowledge of criminal law; judicial system & process in Ohio; bookkeeping & budgeting*; public relations; inventory control*; management*; manpower planning; employee training & development; human resources training & development; supervision; human relations; legal counseling; interviewing; policies & procedures of the Office of the Ohio Public Defender. Ability to deal with many variables & determine specific action; calculate fractions, decimals & percentages; prepare & review pleadings; motions, briefs, memoranda & administrative policy & reports; handle full range of legal issues, some without precedents, involving significant risks & intense personal pressure & requiring extensive ingenuity & initiative; establish friendly atmosphere as supervisor of work unit; gather, collate & classify information about data, people or things; establish good rapport with clients & their families; handle sensitive contacts with county public defenders, members of private bar, representatives of federal, state & local governments, private groups & individuals to discuss law & policy.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Admission to Ohio Bar pursuant to Section 4705.01; licensed to practice law for minimum of 5 years; 5 years criminal law experience which included preparing, trying & arguing murder, first degree felony & death penalty cases; prior to appointment as appellate counsel for an indigent defendant in a capital case pursuant to Appt.Coun.R. 5.03, an attorney shall obtain certification from the Commission on Appointment of Counsel in Capital Cases.

Note: Temporary Certification for Practice in Legal Services, Public Defender, and Law School Programs may be accepted in lieu of License to practice law in State of Ohio pursuant to Gov. Bar R. IX of the Supreme Court of Ohio.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Completion of 24 credit hours of continuing legal education from accredited programs for applicable two-year reporting period pursuant to Rule X of Rules of Government of Bar of Ohio. Current certificate of registration pursuant to Rule VII of Rules of Government of Bar of Ohio.

UNUSUAL WORKING CONDITIONS:

Requires travel; visits jails & homes of indigent clients to take depositions; on call 24 hrs. /day to respond to difficult legal inquiries & problems during trials.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Senior Assistant Public Defender 2	63876	EX	09/29/2019	48

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Manages all activities of legal division of death penalty litigation division (i.e., trains & assists personnel in project preparation or in preparation & presentation of trials, appeals post-conviction, death penalty & other matters; takes overall responsibility to regularly review, preserve & present to State Public Defender & others all division documents, records & reports & requests; serves on employee review committee with other senior assistant public defender 2 & State Public Defender to review potential employees for hiring & current employees for retention, salary increases, reassignments & discipline; coordinates all division personnel & resources to accomplish assignments, policies, goals & to provide high-quality & effective representation for clients; authorizes final approval of all legal policy developed in division subject only to intervention of State Public Defender), develops & implements statewide programs & policies, agency-wide decisions, legislation, employee policies, legal policies in conjunction with State Public Defender & co-workers of equal rank & implements such programs & policies upon direction & assignment from State Public Defender; & in addition to preceding, senior assistant public defender 2s will supervise other section supervisors in overall management of agency in conjunction with State Public Defender.

Personally prepares & presents most difficult & complex cases & projects (e.g., cases before United States Supreme Court, cases with substantial novel issues or of general interest in criminal law & projects substantially affecting practice of criminal law) at direction of State Public Defender or upon his/her own discretion (i.e., appears in court & public tribunals; researches, writes & provides legal advice; tries cases; presents appeals); assists assistant public defenders 3 & 4 in presentation, trial & appeal of most difficult & complex cases & projects.

Appears on behalf of State Public Defender in private & public settings to discuss law & policy with county public defenders, representative of federal, state & local governments, private groups, individuals or other parties; supervises evaluation of court systems for provision of representation of indigent defendants; develops new contracts & practices on behalf of State Public Defender.

Develops & implements statewide policies, legislation, training & planning with legislative liaison, county public defenders, representatives of private bar & representatives of federal, state & local governments; provides legal advice & training to county public defenders & members of private bar upon request regarding most difficult & complex cases & projects; personally plans, organizes & conducts statewide training seminars for county public defenders, assistant state public defenders & members of private bar in presentation of criminal cases & representation of indigent criminal defendants.

Represents State Public Defender at conferences, meetings & seminars; prepares & delivers speeches on matters of administration & criminal law; testifies on legislation effecting office & criminal justice system before state legislature; represents State Public Defender before Controlling Board & Emergency Board.

MAJOR WORKER CHARACTERISTICS:

Knowledge of criminal law; judicial system & process in Ohio; bookkeeping & budgeting*; inventory control*; management; manpower planning; employee training & development; human resources training & development; public relations; supervision; human relations; legal counseling; interviewing; policies & procedures of the Office of the Ohio Public Defender. Ability to deal with many variables & determine specific action; calculate fractions, decimals & percentages; prepare & review pleadings, motions, briefs, memoranda & administrative policy & reports; handle full range of legal issues, some without precedents, involving significant risks & intense personal pressure & requiring extensive ingenuity & initiative; establish friendly atmosphere as section or main office chief; gather, collate & classify information about data, people or things; establish good rapport with clients & their families; handle sensitive contacts with county public defenders, other state public defenders, members of private bar, representatives of federal, state & local governments, private groups & individuals to discuss law & policy; prepare & deliver training for legal professionals; prepare & deliver speeches &/or testimony concerning legal or administrative issues.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Admission to Ohio Bar pursuant to Section 4705.01; licensed to practice law for minimum of 5 years; 5 years criminal law experience which included preparing, trying & arguing murder, first degree felony & death penalty cases; 12 mos. exp. in supervising & training attorneys in preparation & presentation of criminal cases & representation of indigent criminal defendants; prior to appointment as appellate counsel for an indigent defendant in a capital case pursuant to

Appt.Coun.R. 5.03, an attorney shall obtain certification from the Commission on Appointment of Counsel in Capital Cases.

-Or equivalent of Minimum Class Qualifications For Employment noted above may be substituted for the experience required, but not for the mandated requirements set by law & rule.

Note: Temporary Certification for Practice in Legal Services, Public Defender, and Law School Programs may be accepted in lieu of License to practice law in State of Ohio pursuant to Gov. Bar R. IX of the Supreme Court of Ohio.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Completion of 24 credit hours of continuing legal education from accredited programs for applicable two-year reporting period pursuant to Rule X of Rules of Government of Bar of Ohio. Current certificate of registration pursuant to Rule VII of Rules of Government of Bar of Ohio.

UNUSUAL WORKING CONDITIONS:

Requires travel to include extensive overnight stay; on 24 hr. call each day to address problems during trials.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Public Defender	63878	EX	08/20/2017	49

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Serves as executive officer for Ohio Public Defender Commission (i.e., establishes goals & objectives, creates & implements policies & procedures, forecasts expenditures & develops operating budget).

Coordinates, supervises & directs all agency operations & activities in administration, legal, reimbursement & investigation sections; hires staff, resolves conflicts & imposes disciplinary action when necessary; supervises maintenance of county & joint county public defender offices to ensure conformance to standards established by Ohio Public Defender Commission; keeps & maintains financial records of cases & calculates costs both directly & indirectly; collects all monies due state for reimbursement for legal services; oversees & operates Ohio Interest on Lawyers' Trust Accounts (i.e., IOLTA) program & maintains office designation as Federal Habeas Corpus Resource Center for Northern & Southern Districts of Ohio.

Provides legal expertise to legal staff & assists in preparing cases for presentation at all judicial levels (i.e., municipal, common pleas, court of appeals & supreme court).

Meets with national leaders of national organizations, state & federal lawmakers, attorneys & county public defenders concerning pending legislation that would have effect on Chapter 120 of Revised Code & criminal law in general; projects needs & gives recommendations for legislation to improve criminal justice system.

Establishes training programs & organizes seminars for county public defenders semi-annually; seeks, solicits & applies for grants for operation of indigent defense.

MAJOR WORKER CHARACTERISTICS:

N.A.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

4 yrs. of exp. practicing law as licensed attorney & be admitted to practice in Ohio at least one year prior to appointment per Section 120.04 (A) of Revised Code.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

N.A.

UNUSUAL WORKING CONDITIONS:

N.A.