



## NEVADA STATE PUBLIC DEFENDER

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State Public Defender

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**January 6, 2015**  
**Job Announcement**  
**Open Competitive**

### **SUPERVISING DEPUTY PUBLIC DEFENDER** **STATE PUBLIC DEFENDER**

**POSITION TITLE:** Supervising Deputy Public Defender, Office of the State Public Defender

**DUTY LOCATION:** Ely, Nevada – Responsible for Eureka or White Pine Counties

**APPROXIMATE ANNUAL SALARY:** up to \$106,904\* depending on experience. Salary reflects retirement (PERS) contributions by both the employee and the employer. An employer paid contribution plan is also available with a reduced gross salary.

**POSITION STATUS:** Unclassified exempt position entitled to standard State benefits; serves at the will of the State Public Defender.

**POSITION SUMMARY:** The attorney filling this position will be responsible for representing indigent persons charged with a crime in Eureka or White Pine counties. Also, persons prosecuted by the Attorney General, typically prison inmates at ESP, NSP, NNCC, or one of the work camps and as appointed by the State Public Defender. The primary duties of the position are meeting with the client (in or out of custody), reviewing discovery, discussing the case with the investigator (as needed), zealously advocating for the client in court for misdemeanor trial or revocation proceedings, in District Court at arraignment, at trial, sentencing, and probation violation hearings, and occasionally briefing and arguing appeals from Justice Court to District Court. The attorney should be familiar with criminal justice procedures.

As this is a supervisory position, the attorney filling this position will also be responsible for the supervision of the staff in the Ely Regional Office. Job duties also include providing guidance to the trial deputy and investigator in his/her day to day work from reading, reviewing, and revising various pleadings and motions, and discussing trial strategy and discussions regarding the use of experts.

**POSITION CHARACTERISTICS:** Attorney filling this position must possess the ability to communicate and engage with clients from a variety of backgrounds; organize large amounts of discovery and evidence, communicate effectively with prosecutors, and office staff and investigators; thoroughly prepare cases for trial, motions, bail hearings, and other court appearances as ordered in a timely manner and within deadlines set by the court. This attorney must also possess sufficient computer skills to make use of case management programs, tracking the calendar, and word processing programs necessary to maintain a large caseload.

## **QUALIFICATIONS**

**MINIMUM EDUCATION AND BACKGROUND:** Must be licensed to practice law in the State of Nevada and be in good standing with the State Bar. A background in litigation and criminal justice is preferred, but training is available for the right candidate. A background exhibiting the ability to effectively deal with people with varied backgrounds is necessary.

**KNOWLEDGE REQUIRED:** Knowledge of the Nevada Criminal Procedure, the Court Rules (Supreme Court and local District Rules), Nevada Rules of Professional Conduct, the Supreme Court Guidelines for Indigent Defense, the Nevada rules of Evidence will be necessary to maintain the position.

**SKILLS REQUIRED:** Applicants must possess skill in effective written and verbal communication; compliance with deadlines without the need for supervision; and must be professional, well organized, self-motivated, punctual and prompt. Applicants must have strong interpersonal skills and be able to effectively relate with a diverse range of personalities, attitudes and styles. Applicants must be able to effectively use computer equipment for case management, word processing and legal research. Fluency in Spanish is not required but would be very beneficial.

**PHYSICAL DEMANDS:** This position requires the mobility to work in a typical office setting and to use standard office equipment and to travel to offices and courts in rural areas of the state. It also requires vision to read printed materials and a computer screen, and hearing and speech to communicate in person and over the telephone. The applicant must be able to speak in a clear and understandable manner, and to hear and respond to questions posed. Reasonable accommodation may be made for some of these physical demands of who otherwise qualified individuals who require and request such accommodation.

This position announcement lists the major duties and requirements of the job and is not all-inclusive. The successful applicant will be expected to perform additional job-related duties and may be required to have or develop additional specific job-related knowledge and skills.

Interested applicants must submit their cover letters, detailed resumes and a minimum of three references to Karin L. Kreizenbeck, Nevada State Public Defender, 511 E. Robinson St. Ste 1, Carson City, NV 89701 or by email to [klkreizenbeck@govmail.state.nv.us](mailto:klkreizenbeck@govmail.state.nv.us).

Nevada State Public Defender is an Equal Opportunity Employer and does not discriminate on the basis of sex, religion, race or disability.

\*Please note that Furlough Leave is mandatory for Nevada State employees and will result in a reduction of income of four hours per month through June 30, 2015. The salary listed above does not reflect the reduction from the required furlough.