



NEVADA STATE PUBLIC DEFENDER

Karin L. Kreizenbeck
State Public Defender

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Job Announcement Open Competitive

DEPUTY PUBLIC DEFENDER STATE PUBLIC DEFENDER

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

DUTY LOCATION: Carson City, Nevada – Responsible for cases in Carson City and Storey County, Nevada.

APPROXIMATE ANNUAL SALARY: up to \$107,676* 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 Carson City and Storey County. Also, persons prosecuted by the Attorney General, typically prison inmates at NNCC, or one of the work camps in the area as well as cases 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.

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 REQUIRED: Must be licensed to practice law in the State of Nevada and shall not engage in the practice of law, except in performing the duties of office and as otherwise provided in [NRS 7.065](#). Must 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 PREFERRED: 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, and the Nevada Rules of Evidence will be necessary to maintain the position.

SKILLS PREFERRED: 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, 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 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.

LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED UNTIL THE POSITION IS FILLED:

(All letters of interest and resumes will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process.) Interested applicants must submit their cover letters, detailed resumes and a minimum of three references to

SUBMIT LETTERS OF INTEREST/RESUMES/DIRECT INQUIRIES TO:

Karin L. Kreizenbeck, Nevada State Public Defender
511 E. Robinson St. Ste 1
Carson City, NV 89701
email to klkreizenbeck@nspd.nv.gov

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION

The State of Nevada is an equal opportunity /affirmative action employer. Qualified persons are considered for employment without regard to race, sex, sexual orientation, gender identity or expression, religion, color, national origin, age, domestic partnership, compensation and/or wages, genetic information or disability, as outlined in the State of Nevada Affirmative Action Plan.