



**Disability Services
Safety and Claims Management**
Department of Executive Services
Human Resources Management Division
500 4th Avenue, Suite 500
Seattle, WA 98104
(206) 477-3350 (206) 296-0514 FAX

Worker:
Claim #: N/A
Job Title: Public Defender
DOT#: 110-107-010

☐ Job of Injury ☐ Light Duty Position ☐ Direct/Transferable Skills Position ☐ Training Goal

JOB ANALYSIS

Job Title: Public Defender	DOT Title: Attorney
SVP: 8	DOT #: 110.107-010
SOC: 23-1011 Lawyers	Type of Industry: 705 – Professional and Kindred

Analyst: Carol N. Gordon, MS CRC CDMS ABVE	Source: King County
Assigned VRC: Carol N. Gordon	Contact: Irma Van Buskirk, Human Resource Manager
Date: 01/11/18	Phone: 206-263-9002
<input checked="" type="checkbox"/> On-Site <input type="checkbox"/> Interview <input type="checkbox"/> Representative	

Essential Functions:

This position provides legal representation to clients pursuant to the annually negotiated contract with King County. Attorneys may be assigned to different case areas (including but not limited to Dependency, Felony, Juvenile, Sexual Offenders, Mental Health, Drug) based on business need. The scope of representation is defined by the contract and the nature of the assignment. In representing clients, attorneys are expected to abide by the Rules of Professional Conduct.

Agency Expectations:

1. Establishes rapport and effective relationships with other justice system players
2. Treats colleagues with professionalism and respect
3. Supports DPD mission, vision and policies in communications with clients, colleagues, courts, prosecutors, and other justice system players
4. Maintains a positive and respectful attitude and demeanor.
5. Communicates regularly with Supervisor and/or Director about work issues.
6. Demonstrates flexible and efficient time management and ability to prioritize workload.
7. Consistently reports to work on time prepared to perform duties of position.
8. Meets productivity standards.

Essential Duties and Responsibilities:

9. Provides legal representation to clients as assigned by the unit's supervisor, pursuant to the firm's contract with King County.
10. Responsible for all aspects of representation, including maintaining files and timekeeping, assessing possible outcomes of a client's case and advising client of the same, and making effective use of investigators, paralegals and social workers to adequately represent clients.
11. Timely and forcefully advocates for all types of pre-trial release
12. Demonstrates willingness to try cases and conduct evidentiary hearings
13. Develops ability to assess worth of a case through litigation experience
14. Drafts persuasive briefs and motions that apply law to facts of the case
15. Focuses and organizes oral arguments to persuade
16. Incorporates case theory and theme at all hearings
17. Uses voir dire to identify bias and develop cause challenges
18. Files post-verdict/disposition motions and appeals
19. Attorneys assigned to different locations and may need to either drive or take the bus to perform their daily



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job duties.

20. Organizes file with materials readily identifiable by category
21. Uses LegalFiles case management system for case management and case tracking
22. Keeps detailed and clear file notes and time entries that reflect work performed and its relation to case strategy
23. Demonstrates commitment to issues of equity and social justice
24. Attends at least one presentation per year focused on ESJ

Additional Duties and Responsibilities: (additional duties and responsibilities may be assigned)

25. Attends CLEs, training sessions and workshops.
26. Attends unit and agency meetings.
27. Meets with client in various settings (including jail, hospital, home, and shelters)
28. On call duty 1 week per year, per Union contract

Job Qualifications/Skills:

Experience and Education

- A law degree from an accredited law school.

Technical Skills

- Knowledge of and ability to utilize basic computer programs.

Other Skills/Knowledge

- Knowledge of relevant statutes, administrative codes, court rules and related case law.
- Knowledge of psychological, social and health issues related to areas of firm's practice and representation of firms clients.
- Ability to build and maintain effective working relationships with clients of diverse backgrounds; ability to interpret and explain codes, statutes, procedures and forms to people of diverse backgrounds and abilities.
- Ability to plan, prepare, present and conduct case strategies to defend simple to complex cases as sole counsel or co-counsel; knowledge of and ability to use basic trial tactics and strategies.
- Ability to advise and advocate for clients of diverse racial, cultural and socio-economic backgrounds, with interpreter assistance as needed.
- Ability to conduct legal research, analysis and investigation; familiarity with legal issues and ability to analyze complex legal and factual issues.
- Ability to effectively deal with high stress situations.
- Ability to effectively work with and communicate with non-attorney staff.
- Ability to establish and maintain effective working relationships with diverse professionals, agencies and the general public.
- Ability to manage time, establish and complete priorities, and maintain appropriate records, logs and case files in a high volume practice.
- Ability to travel in a timely manner to and from courts in King County, including RJC-Kent.

Certification and Licensure

- Member in good standing of the Washington State Bar Association.
- Valid Washington State driver's license and current auto insurance or reliable means of transportation.

Machines, Tools, Special Equipment, Personal Protective Equipment Used: Computer, telephone, office equipment, rolling briefcase, county vehicle.



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PHYSICAL REQUIREMENTS

Frequency Scale	Strength	Work Pattern
N = Never	<input type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Full-time
S = Seldom (1-10 %, up to 48 min)	<input checked="" type="checkbox"/> Light	<input type="checkbox"/> Part-time
O = Occasional (11-33%, 48 min. – 2 hr 25 min)	<input type="checkbox"/> Medium	<input type="checkbox"/> Seasonal
F = Frequent (34-66%, 2 hr 26 min – 5 hr 35 min)	<input type="checkbox"/> Heavy	_8_ plus Hours Per Day
C = Constant (67-100%, more than 5 hr 35 min)	<input type="checkbox"/> Very Heavy	_5_ Days Per Week – Occasional weekends

PHYSICAL DEMANDS		FREQUENCY						ACTIVITY DESCRIPTION
	% Time	N	S	O	F	C		
Sitting	Up to 5-6 hours per day				X	X		Worker will frequently to constantly sit. Worker will alternate sitting and standing while in court, intermittently. Sitting is typically up to two hours at a time, up to 5-6 hours per day. When in office, worker will sit to work on computer.
Standing	Up to two hours per day			X				Worker will intermittently stand while in court, up to 30 minutes at a time, and up to two hours per day.
Walking	Up to .5 hours per day		X					Worker will walk to and from the court buildings and/or bus stop, up to a couple blocks at a time, up to 30 minutes per day.

Lifting floor – waist	N	S	O	F	C	Up to 10 lbs.	Worker will occasionally lift files from briefcase to table while in court (files are transported in rolling briefcase).
			X				
Lifting waist–shoulder	N	S	O	F	C	Up to 10 lbs.	Worker will occasionally lift files from briefcase to table while in court (files are transported in rolling briefcase).
			X				
Lifting above shoulder	N	S	O	F	C	Up to 5 lbs.	To put supplies away in high level cabinets or shelves.
		X					
Carry (Dist.)	N	S	O	F	C	Up to 10 lbs.	Worker will occasionally carry files weighing up to 10 pounds. However, rolling briefcase is used to transport files to/from court.
			X				
Pushing/Pulling	N	S	O	F	C	Minimal force	Worker will pull a rolling briefcase weighing approximately 25 pounds to transport files to/from court (a couple of blocks at a time, up to 30 minutes intermittently per day).
			X				

	N	S	O	F	C	
Climbing			X			To walk up and down hills in downtown Seattle, up to a few



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						minutes at a time.
Balancing			X			Within normal limits.
Stooping / Bending		X				To retrieve files from briefcase or cabinets.
Twisting		X	X			Worker will twist occasionally at neck to perform job duties. Twisting at torso can be accommodated by repositioning feet.
Squatting / Kneeling		X				To retrieve files form briefcase or cabinets.
Crawling	X					Not a requirement of this position.
Hand or Foot Controls		X				Seldom, when driving, although most transport is via walking or taking the bus to/from courthouse.

		N	S	O	F	C	
Reaching Forward (Level)				X			At ½ extension to perform keyboarding/clerical duties in the office or while in court.
Below Waist			X				To reach for files in briefcase or filing cabinets.
Above Shoulder			X				To put supplies away in higher level shelves or cabinets.
Handle/Grasp					X		To handle paperwork, files, supplies, etc.
Fine Finger Manipulation					X		To perform keyboarding and clerical duties.
Repetitive Motion				X			Occasional repetitive keyboarding, although most keyboarding is intermittent throughout the work shift.
Vibratory Tasks	X						Not a requirement of this position.

Talking							X	To communicate with clients, staff, court personnel, etc.			
Hearing							X	To communicate with clients, staff, court personnel, etc.			
Visual:	Near Acuity	X	Far Acuity			Depth Perception		X	Accommodation		
						Color Discrimination			Field of Vision		X

ENVIRONMENTAL CONDITIONS	FREQUENCY						ENVIRONMENTAL CONDITIONS	FREQUENCY				
	N	S	O	F	C			N	S	O	F	C

Exposure to Weather	S – When walking to/from court or bus stop.	Noise Intensity	S
Extreme Cold	S – When walking to/from court or bus stop.	Atmospheric Conditions	N
Extreme Hot	S – When walking to/from court or bus stop.	Exposed Heights	N
Wet and / or Humidity	S – When walking to/from court or bus stop.	Exposure to Electricity	N
Proximity to Moving Mechanical Parts	N	Exposure to Toxic / Caustic Chemicals	N
Exposure to Explosives	N	Exposure to Radiation	N
Other	Nature of work is considered high stress due to amount of multi-tasking, required work beyond the normal 8 – 5 times, tight deadlines, dealing with upset and/or angry people, and the mental pressure secondary to making recommendations or decisions that can		



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	have major effects on client's lives.
Other	Work is performed both in standard office environment, and in courtrooms. Worker spends approximately 30 minutes per day in transit to/from the court, walking a couple of blocks at a time, or taking the bus.

Analyst's Comments:

Possible Employer Modifications:

Note: The information for this job analysis was gathered on-site with the employer, and has been verified for accuracy. Additional data may have been obtained from standardized industry resources such as the DOT, GOE, COJ, OOH, WOIS and O-NET. On occasion, practicality and feasibility prevent the direct observation and/or gathering of objective, quantifiable data. For this reason, a "best estimate" may have been used.

Analyst:

Presenting VRC:

Jennifer Kabacy, CDMS

Vocational Consultant

Date

Jennifer Kabacy, CDMS

Vocational Consultant

Date

Employer Verification:

Worker Verification: (optional)

**Ramon Soliz, Human Resource
Manager**

Date

Name

Date

MEDICAL PROVIDER:

- ☐ I agree that the above named injured worker can perform the physical activities described in this job analysis and can return to work. State date worker is released to return to work if different from today's date_____.
- ☐ I agree the injured worker can perform the described job but only with modifications (describe in comments section). Modifications are needed on a permanent ☐ or temporary ☐ basis.
- ☐ The above-named injured worker **temporarily** cannot perform this job based on the following physical limitations:

Anticipated release date:

Treatment plan:



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- ☐ The above named injured worker is **permanently** restricted from performing the physical activities described in this job analysis based on the following physical limitations (state objective medical findings):

Comments:

Signature

Date

Print Name

- | | | |
|---|---|---|
| <input type="checkbox"/> Attending Provider | <input type="checkbox"/> Consulting Physician | <input type="checkbox"/> Pain Program Physician |
| <input type="checkbox"/> IME Physican | <input type="checkbox"/> PCE Therapist | <input type="checkbox"/> OT / PT Therapist |