

Vocational
Firm:
Address:



Strategic Consulting Services, Inc
505 S. 336th St. Ste. 530
Federal Way, WA 98003-6323

Phone:
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(253) 661-5550, x254

Worker:

Claim #:

Job Title: Public Defense Attorney Supervisor
DOT#: 110.107-010

JOB ANALYSIS

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

Analyst: Jennifer Kabacy, CDMS	Source: King County Department of Public Defense
Assigned VRC: Jennifer Kabacy, CDMS	Contact: Haydee Vargas – Interim Managing Attorney
Date: 5/11/20	Phone: 206-477-9029
<input checked="" type="checkbox"/> On-Site <input type="checkbox"/> Interview <input type="checkbox"/> Representative	

Essential Functions:

This position covers the Seattle and Kent, WA work locations, and requires the following essential functions:

- Supervise attorneys and paralegal staff.
- Develop, evaluate, train, mentor, and coach unit employees and interns.
- Ensure work conforms with prevailing professional standards, applicable statutes, rules, and DPD and county policies.
- In consultation and coordination with the ACAD Managing Attorney and Human Resources staff, conduct disciplinary investigations and impose discipline, when appropriate.
- Implement and monitor corrective and career development action plans and provide support to enable employees to make positive changes.
- Conduct performance evaluations of unit employees, at least annually, and as required for probationary periods, TLTs, and interns.
- Assign and balance workload among attorneys within unit. Assign and monitor workload of paralegal(s).
- Ensure unit employees are up to date on DPD policies and developments, relevant legislative proposals or enactments, and administrative and case law changes that bear on the practice area.
- Act as a catalyst for problem-solving and conflict resolution within the unit and the Division.
- Carry a partial caseload, requiring excellent legal representation and trial skills, excellent rapport with clients, strong legal research, strong negotiation skills, and all necessary skills required of a caseload-carrying attorney.
- Maintain and update, as needed, a computerized case-management system to track caseloads and individual assignments. Have a working knowledge of the case management system and learn to utilize reports to evaluate and support the work of the unit.
- Identify cases that present an ethical conflict of interest for the DPD.
- Work with Director's Office to ensure unit employees have the training and resources they need to do their jobs well.
- Actively support and promote DPD's mission and all policies and practices, including internal and external activities that strengthen public defense in King County.
- Serve at least twice a year on call and supervise the on-call attorneys.
- Be an active member of the Division Management Team, attend meetings, relay necessary information, and assist with office-wide initiatives and operations matters.
- Work closely with all supervisors to coordinate overlapping work and support the efficient operation of the division.

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- Set a positive and supportive tone in the Division.
- Supervisors in some practice areas are also required to visit psychiatric hospital settings throughout the area as a part of their job, including Western State Hospital.
- Perform other duties as assigned.

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

The Public Defense Attorney Supervisor is required to be available for a 2-week on-call period two times per year, where they are the 3rd in-line for on-call response behind the two public defenders who are on-call during the same period.

There are five major responsibilities as an On-Call Attorney (OCA) during the on-call period:

- Take after hours calls from law enforcement agencies where people in custody (criminal suspects or civil commitment candidates) have exercised their right to speak to an attorney;
- Go in person to see homicide suspects at the jail as soon as possible after you are contacted;
- Cover the 12:30 p.m. Saturday/Holiday initial appearance calendars at the King County Jail;
- Provide advice and referrals to people seeking legal assistance; and
- Represent suspects at lineups.

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Job Qualifications/Skills:

- Ability to train, supervise, evaluate, mentor, and improve the work of attorneys and professional legal and support staff.
- Demonstrated ability to supervise other attorneys, including establishing goals and assigning responsibilities, communicating work performance standards, establishing work priorities, evaluating, and disciplining.
- Demonstrated ability to assess and make program changes and address and resolve safety, training, and personnel issues.
- Ability to learn and apply procedures and policies issued by human resources, DPD, and County procedures and policies.
- Ability to manage a work unit, creating systems that allow for workflow to be predictable and staff to be supported to complete the necessary work.
- Knowledge of application of legal principles to individual cases or problems.
- Knowledge of judicial and trial procedures and rules of evidence.
- Knowledge of the principles, methods, and practices of legal research and investigation.
- Skill in understanding and interpreting complex laws and regulations and analyzing complex legal documents and instruments.
- Skill in the ability to present facts, evidence, and precedents concerned in complex cases in the form of briefs, opinions, orders, or decisions.
- Skill in understanding and interpreting constitutional provisions, statutes, administrative regulations, and precedents.
- Skill in researching, interpreting, applying, and explaining applicable laws, codes, regulations and, court decisions.
- Knowledge of community resources and referral agencies appropriate to the specific program service.
- Knowledge of computer applications, particularly as related to the performance of legal research and case management.
- Knowledge of case management.
- Skill in working and building rapport with diverse cultural, socio-economic, and ethnic populations.
- Ability to build a strong attorney/client relationship.
- Ability to communicate and work collaboratively with all segments of judicial and criminal justice systems.
- Ability to investigate and document complaints and improve client relations.
- Strong interpersonal skills, and an ability to communicate clearly, professionally, and with empathy.
- A demonstrated commitment to the clients of DPD.

Education and Experience Requirements:

Juris Doctor degree from accredited law school.

Licensing, Certification and Other Requirements:

Member of the Washington State Bar Association in good standing and have been a lawyer for at least three years.
Washington State Driver's License or ability to travel to required destinations.

Machines, Tools, Special Equipment, Personal Protective Equipment Used: Computer, telephone, office equipment, 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 Hours Per Day*
C = Constant (67-100%, more than 5 hr 35 min)	<input type="checkbox"/> Very Heavy	5 Days Per Week

*Work Schedule: This position is exempt from the provisions of the Fair Labor Standards Act, and not overtime eligible. The workweek is normally 8:00 a.m. to 5:00 p.m. Monday through Friday. On-call duties are also required.**

**The Public Defense Attorney Supervisor is required to be available for a 2-week on-call period two times per year, where they are the 3rd in-line for on-call response behind the two public defenders who are on-call during the same period. The supervisor will also attend on-call responsibilities with new attorneys, to supervise work. There are five major responsibilities as an On-Call Attorney (OCA) during the on-call period:

- Take after hours calls from law enforcement agencies where people in custody (criminal suspects or civil commitment candidates) have exercised their right to speak to an attorney;
- Go in person to see homicide suspects at the jail as soon as possible after you are contacted;
- Cover the 12:30 p.m. Saturday/Holiday initial appearance calendars at the King County Jail;
- Provide advice and referrals to people seeking legal assistance; and
- Represent suspects at lineups.

PHYSICAL DEMANDS		FREQUENCY					ACTIVITY DESCRIPTION
	% Time	N	S	O	F	C	
Sitting	Up to 8 hours per day					X	Worker will constantly sit, intermittent with standing and walking. Worker will alternate sitting and standing while in court, intermittently. Sitting is typically up to two hours at a time, up to 8 hours per day. When in office, worker will sit to work on computer.
Standing	Up to 2 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, jail, 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.	To handle clerical supplies and paperwork. Will occasionally lift files from briefcase to table while in court.
			X				
Lifting waist–shoulder	N	S	O	F	C	Up to 10 lbs.	Will occasionally lift files from briefcase to table while in court.
			X				

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Lifting above shoulder	N	S	O	F	C	To retrieve or put supplies away in high level cabinets or shelves. Up to 5 lbs.
		X				
Carry (Dist.)	N	S	O	F	C	Worker will occasionally carry files weighing up to 10 pounds in briefcase, although county is moving to a paperless system, and therefore paper files are not extensive. Up to 10 lbs.
			X			
Pushing/Pulling	N	S	O	F	C	If needed, to pull rolling briefcase into court or jail, although county is moving to a paperless system, and therefore paper files are not extensive. Minimal force
			X			

	N	S	O	F	C	
Climbing			X			To walk up and down hills in downtown Seattle or Kent, up to a few minutes at a time, to access court buildings or jail.
Balancing			X			Within normal limits.
Stooping / Bending		X				To retrieve paperwork or office supplies from briefcase or cabinets.
Twisting		X	X			Will twist occasionally at neck to perform job duties. Twisting at torso can be accommodated by repositioning feet.
Squatting / Kneeling		X				To retrieve paperwork or supplies from briefcase or cabinets.
Crawling	X					Not a requirement of this position.
Hand or Foot Controls		X				Seldom, when driving, although transport downtown is commonly via walking or taking the bus to/from courthouse or jail.

	N	S	O	F	C	
Reaching (Level) Forward Below Waist Above Shoulder			X			At ½ extension to perform keyboarding/clerical duties in the office or while in court.
		X				To reach for files in briefcase or filing cabinets.
		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

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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/jail or bus stop.	Noise Intensity	S
Extreme Cold	S – When walking to/from court/jail or bus stop.	Atmospheric Conditions	N
Extreme Hot	S – When walking to/from court/jail or bus stop.	Exposed Heights	N
Wet and / or Humidity	S – When walking to/from court/jail 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	Work is performed primarily in a standard office environment, with intermittent duties in courthouse or jail. Time spent outside the office depends on supervision needed of new attorneys.		

Analyst's Comments:

Possible Employer Modifications:

Note: The information for this job analysis was gathered via interview and written job description from 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

5/11/20

Vocational Consultant

Date

Date

Employer Verification:

Worker Verification: (optional)

(electronically signed)

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**Haydee Vargas – Interim Managing
Attorney**

Date

Name

Date

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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:** _____
- ☐ 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

Vocational



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☐ Attending Provider

☐ Consulting Physician

☐ Pain Program Physician

☐ IME Physican

☐ PCE Therapist

☐ OT / PT Therapist