

**LOS ANGELES COUNTY PUBLIC DEFENDER**  
CLARA SHORTRIDGE FOLTZ CRIMINAL JUSTICE CENTER



**DEPUTY PUBLIC DEFENDER I**

**EXAMPLES OF DUTIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:**

**Represents indigent defendants at various stages of a criminal case** (e.g., arraignment, preliminary hearing, and other hearings, pre-trial motions, trial of a misdemeanor case) by writing legal motions (e.g., pretrial, *in limine*, continuances, dismissals, bail review, new trials); arguing motions in court; engaging in negotiation discussions with judges, prosecutors, etc.; listening to information presented at trial and comparing it to pretrial information; making objections at hearings or trial; cross-examining and examining witnesses to defend the client; presenting witnesses and evidence on behalf of the client; and preparing closing arguments to persuade the trier of fact of the merits of the case in order to protect the client's constitutional rights (e.g., right to counsel, right to a trial); find inconsistencies in witnesses' statements; and advises clients of the appropriate course of action to be taken in their defense.

**Interviews a variety of individuals (e.g., prospective clients, clients, witnesses, family members, expert witnesses) regarding criminal case matters** by researching and reviewing pertinent information (e.g., witness statements, court documents, transcripts, and/or police reports), putting the interviewee at ease and building rapport, communicating and comprehending information both verbally and in writing, and using effective interviewing techniques in order to determine eligibility (e.g., financial or conflict) for representation; gather important information for cases, resolution, and legal documents; find inconsistencies between witness testimony and accounts; and decide what defense strategies are most viable leading to positive outcomes for the client (e.g., acquittal, dismissal, reduction).

**Advises clients at each stage of the case** by initially discussing the alleged crime with the client; reviewing witness statements, police reports, etc. with the client and explaining legal or technical terminology in layman's terms; evaluating the strength or weakness of the case; and discussing possible actions to take in court and evaluating alternatives; in order to ensure that the client understands the legal process as it pertains to his/her case; and provide a recommendation regarding what is in the client's best interest (e.g., trial, plead, or other alternative resolutions, such as diversion).

**Prepares criminal cases** by conducting legal research (e.g., reviewing case law and statutes); examining legal documents (e.g., briefs, pleadings, and/or subpoenas); reviewing electronic evidence; preparing investigation requests; preparing, drafting, and reviewing legal documents, motions, and correspondences; maintaining and properly documenting case files; appointing and utilizing expert witnesses; interviewing and preparing witnesses; and preparing questions to ask potential jurors; in order to effectively represent clients; and decide what defense strategies are most viable leading to positive outcomes for the client (e.g., acquittal, dismissal, or reduction).

**Confers with a variety of individuals** (e.g., defense team, law enforcement, judges, and/or prosecutorial agencies) by meeting and discussing details of a client's court case; presenting a clear and persuasive case on behalf of the client; and working with neutral or opposing parties to find common ground in order to gather important case information; negotiate case resolutions; and determine the best course of action that should be taken on behalf of the client.