

CHIEF PUBLIC DEFENDER APPLICATION

**TULSA COUNTY DISTRICT COURT
STATE OF OKLAHOMA**

Date of Application _____

Your Full Legal Name (Please Print)	Aliases/Former Names
Home Address	City, State, Zip
Work Address	City, State, Zip
Contact Phone Numbers (<u>Please list preferred contact number first.</u>) <input type="checkbox"/> H <input type="checkbox"/> W <input type="checkbox"/> Cell : <input type="checkbox"/> H <input type="checkbox"/> W <input type="checkbox"/> Cell : <input type="checkbox"/> H <input type="checkbox"/> W <input type="checkbox"/> Cell :	Email Address
Date of Birth : Place of Birth:	Social Security Number: Driver's License Number:
Year you were admitted to practice in Oklahoma	OBA Number
Fluency in languages other than English:	What languages:

A complete and detailed Job Description is attached for your review.
Failure to answer accurately any of the questions contained in this Application and the Supplemental may result in rejection of the Application. Please attach additional sheets, if necessary.

GENERAL INFORMATION

1. Are You a United States Citizen? YES NO

Are you a registered voter in Oklahoma? YES NO

2. Spouse's Full Name: _____
(include maiden name where appropriate)

Spouse's Occupation: _____

3. Have you ever plead guilty or no contest to or been convicted of any criminal offense other than for minor traffic violations?

YES NO If YES, please attach a separate sheet and provide full details.

4. Have any disciplinary proceedings for unprofessional, unethical or dishonest conduct been commenced against you by any bar association or governing body for attorneys? (You should not disclose the mere filing of a complaint which did not result in the institution of proceedings.)

YES NO If YES, please attach a separate sheet and provide full details.

5. Have you ever been dismissed from employment as a result of unethical or dishonest conduct?

YES NO If YES, please attach a separate sheet and provide full details.

6. Please list all colleges and universities attended, dates, and degrees.

7. Are you related by blood or marriage to a judge or judges of the Tulsa County District Court or anyone currently employed in the Tulsa County Public Defender's Office?

YES NO If so, give their name or names and the relationship.

Name

Relationship

8. Have you been engaged in the active practice of law for at least five years?

YES NO

9. State the name, dates, and addresses of all law firms with which you have been associated in practice and of all governmental agencies or private business organizations in which you have been employed, periods you have practiced as a sole-practitioner, or worked in and list that information for any other prior practice:

Position	Firm Address	Dates

10. Number of years of criminal litigation experience. _____

11. Number of years of criminal litigation experience in Oklahoma. _____

12. During the last three (3) years, how many criminal cases have you handled as sole or lead counsel?

Felony _____

Misdemeanor _____

Traffic punishable by incarceration _____

13. Identify your last five (5) cases that went to trial.

Name and Case No.	Court/Judge	Charge	Adversary's Name/Tel No.

14. List social and community activities.

15. Have you ever run for, or held, public office? If so, give details.

16. a) If you are now an officer, director or otherwise engaged in the management of any business or enterprise, state the name of such enterprise, the nature of the business, the nature of your duties, and whether you intend to resign such position immediately upon your appointment as Chief Public Defender.

b) Since being admitted to the Bar, have you ever engaged in any occupation, business, or profession other than the practice of law? If so, please give the details, including dates.

c) State whether during the past five years you have received any fees or compensation of any kind, other than for legal services rendered, from any business enterprise, institution, organization, or association of any kind. If so, identify the source of such compensation; the nature of the business enterprise, institution, organization, or association involved; and the dates such compensation was paid.

17. What work experience have you had in the area of office budgeting, fiscal planning, purchasing and payment of bills?

18. Please describe your experience applying personnel policies such as FMLA, FLSA, ADA, HIPPA, approval of leave, preparing performance appraisals, handling disciplinary actions and grievances.

19. To the best of your knowledge, are you in compliance with the tax laws of the federal government and of the state, county, and community of which you are a resident?

YES NO If NO, please attach a separate sheet and provide full details.

20. Has a tax lien or other collection procedure ever been instituted against you by federal, state, or local authorities? If so, give particulars.

21. Have you timely (including allowed extensions) filed your State and Federal Tax Returns for the last Five years? YES NO If NO, please attach a separate sheet and provide full details.

Personal and Judicial References

22. a) Give the names and current phone numbers of at least four, but no more than six, persons who are familiar with your character and abilities and state how long each has known you. No less than two of these references must be lawyers who know you but are not people you have practiced with directly in the same office or firm. Your references must have had adequate opportunity to observe your professional and general conduct and ability. Describe the status of non-law references.

Name	Telephone	Period of Acquaintance
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b) Give the names and current phone numbers of at least three persons who have worked for you in a subordinate position.

Name	Telephone	Work Relationship
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c) Give the names and current phone numbers of not more than three judges (of whom at least two must be active) with whom you are not and have not been associated in practice of law or in business, before whom you have appeared recently in matters which would afford them an opportunity to observe your professional conduct and ability.

1. Name of Judge	Telephone	Court
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Date and Nature of Most Recent Matter

2. Name of Judge	Telephone	Court
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Date and Nature of Most Recent Matter

3. Name of Judge	Telephone	Court
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Date and Nature of Most Recent Matter

23. Please attach your resume and law school transcript.

I state under penalty of perjury under the laws of Oklahoma, I am an applicant for Chief Public Defender for Tulsa County, Tulsa, Oklahoma and I have read the questions in the foregoing application and the supplemental questionnaire and have answered them

truthfully and fully. I further authorize The Oklahoma and Tulsa Bar Associations, the Bar Association of any County of which I now or have ever been a member, and any of the committees of those associations, education and other institutions, my references, employers, business and professional associations, all governmental agencies or instrumentalities and consumer credit reporting agencies to release to the Selection Advisory Committee and the District Judges of Tulsa County, files, records, or credit reports requested by the judges and the committee upon the presentation of this application.

Date and Place

Applicant Signature

Confidentiality Statement

This form and its contents will be kept in confidence and made available only to the Court Administrator, the Selection Advisory Committee, and the District and Associate District Judges of Tulsa County. The individuals whom you have listed as references above, as well as your employer or co-workers, may be contacted by the panel. If this presents a problem, you should notify the Court Administrator so that special arrangements can be made. Sometimes the arrangement is that there will be no contact with an employer or co-workers unless you are a potential finalist for the position.

Please return the completed application, along with any attachments and required documents to:

Kim Hall
Court Administrator
Tulsa County Courthouse
500 S. Denver, 6th Fl.
Tulsa, OK 74103

The Tulsa County District Court adheres to the concepts of Affirmative Action and Equal Employment. Applications will be considered without regard to race, sex, age, color, religion, national origin or physical handicap.

SUPPLEMENTAL QUESTIONNAIRE

If you answer "yes" to any of these questions, please explain fully on a separate page.

1. Have you ever had any extended work absences for reasons other than earned vacations? YES NO
2. Have you ever been suspended, fired or asked to resign from any employment? YES NO
3. Have you ever been rejected during a probationary period from any employment? YES NO
4. Have you ever resigned from any position or employment under pressure or unfavorable circumstances? YES NO
5. Have you ever been investigated by an employer or supervisor for improper conduct, illegal activities, sexual harassment or equal employment violations? YES NO
6. Have you ever been disciplined by an employer or supervisor for any reason? YES NO
7. Have you ever held employment under a different name? YES NO

If you were in the military, please complete questions 8-11. If not, skip to question 12.

8. Were you ever investigated or accused of any criminal activity while in the military or military reserves? YES NO
9. Have you ever received a reduction in a pay grade or been the subject of any judicial or non-judicial disciplinary action while in the military, National Guard or military reserves? YES NO
10. Did you receive an honorable discharge? YES NO
11. Are you eligible to re-enlist? YES NO
12. Are you now, or have you ever been involved as a plaintiff, petitioner, respondent, or defendant, or pled Nolo Contendere, in any civil court action including divorce? YES NO
13. Have you ever had any bar complaints filed against you? YES NO
14. Have you ever filed for or been the subject of a Restraining Order or Protective Order? YES NO
15. Have you ever had your license to practice law suspended for failure to pay bar dues, failure to complete continuing legal education requirements or for any other reason? YES NO
16. Have you ever been arrested for or convicted of any felony or misdemeanor?
 YES NO

17. Have you ever had your wages attached or garnished? YES NO
18. Have you ever had any bills, accounts, or loans (including student loans) turned over to a collection agency? YES NO
19. Have you ever been delinquent on child support or alimony payments?
 YES NO
20. Have you ever been under the care of a psychiatrist, psychologist or other qualified counselor? YES NO
21. Have you ever abused prescription drugs, alcohol or illegal drugs (including marijuana)? YES NO
22. Have you been a participant in a drug or alcohol counseling or rehabilitation program? YES NO
23. Have you ever been refused a driver's license, had one revoked, suspended or placed on probation? YES NO
24. Have you ever had any other type of license revoked or suspended?
 YES NO
25. Are there or have there ever been any aspects of your personal life that could be used to try to coerce you? YES NO
26. Are you or have you ever been involved in any organization, which advocates the overthrow of the Government of the United States or the State of Oklahoma by force or violence or other unlawful means? YES NO
27. Are there any circumstances known to you that could have a bearing on your suitability for serving as Chief Public Defender? YES NO
28. Is there anything in your personal life which, if it became general public knowledge, would be personally embarrassing to you or to the Tulsa County District Court? YES NO
29. Do you have current job applications in progress in addition to this vacancy?
 YES NO
30. Are you a resident of Tulsa County? YES NO If No, are you willing to relocate to Tulsa County prior to taking your Oath of Office if offered the position of Chief Public Defender? YES NO

31. Identify all social media accounts activated, deactivated or deleted with 5 years prior to this application:

Would you be willing to provide the passwords, if asked? YES NO

I state under penalty of perjury under the laws of Oklahoma that I understand failure to provide complete and accurate answers to the above questions may result in immediate disqualification.

Date and Place

Applicant Signature

CHIEF PUBLIC DEFENDER JOB DESCRIPTION

The Chief Public Defender is responsible for administration and oversight of the Tulsa County Public Defender's Office. The Chief Public Defender manages and supervises the activities of attorneys, support staff, investigators and interns to ensure that clients of the Public Defender's Office are provided with effective legal representation. This representation includes providing criminal defense to indigent clients charged with misdemeanors and felonies from the time of appointment up through and including jury trial. Additionally, the Office provides representation to children in certain family, adoption and guardianship cases as well as representing juveniles charged with delinquent offenses and children in juvenile deprived cases.

The Chief Public Defender is responsible for preparing and submitting an annual Court Fund budget for review by the Tulsa County Court Fund Board and approval by the Oklahoma Supreme Court. The Chief must regularly review budgetary expenditures to confirm the Office is operating within the approved budget. The Chief also prepares and submits an annual Tulsa County budget request to the Tulsa County Budget Board for operational expenses, and must regularly review expenditures under that budget as well.

The Chief Public Defender is responsible for hiring decisions and employee supervision. It is the Chief's responsibility to promulgate clear workplace policies and procedures and to implement disciplinary action for employees, up to and including termination. The Chief Public Defender must be familiar with employment law and ensure that all action taken regarding personnel is in conformance with state and federal regulations.

The Chief Public Defender serves as the public facing representative of the Tulsa County Public Defender's Office. The Chief works with community partners, other stakeholders in the criminal justice system, and with representatives from other county agencies. It is important that the Chief Public Defender establishes and maintains strong working relationships with the Tulsa County District Attorney's Office as well as the Judges of the Tulsa County District Court.

The Chief Public Defender provides leadership and guidance to attorneys engaged in trial practice. This includes providing advice on trial strategy, providing guidance on adherence to ethical obligations, making suggestions to assist attorneys in trial preparation and evaluating the performance of trial counsel. The Chief should be equipped to engage in jury trial practice for the most complex or high-profile cases handled by the Public Defender's Office.

Preferred Qualifications:

- Substantial criminal defense experience, including experience in indigent defense
- Experience supervising attorneys and other employees
- Familiarity with managing a budget in a fiscally responsible manner
- Ability to counsel and advise employees regarding employment matters
- Ability to counsel and advise attorneys regarding all matters handled by the Office
- Ability to establish and maintain positive working relationships with both community partners and other stakeholders within the Tulsa County District Court