

**CANDIDATES FOR OKLAHOMA COUNTY PUBLIC DEFENDER
CANDIDATE PACKET REQUIREMENTS**

Dear Candidate for Oklahoma County Public Defender:

Thank you for your interest in service to the people of Oklahoma County as Public Defender.

Properly Submitted Candidate Packets shall be delivered timely and include:

- Resume – Include physical address where you currently reside. Your references should expect to be contacted. If the Judiciary may *not* contact your current employer, be sure to indicate that;
- Three to Five Letters of Recommendation – You are directed to thoughtfully submit a minimum of three and maximum of five letters you feel best illustrate why you are the candidate we should choose for this position. No specific criteria such as job title, relationship to candidate, or other requirements shall be mandated to candidates regarding the authors of letters of recommendation;
- Candidate Application – Fully complete all answers. If a question does not apply, fill in the corresponding blank with a zero;
- Candidate Application Supplement – If you are unable to answer a question in the space allotted on the Application please use additional pages to fully answer the question. You may also submit an organized appendix which allows you to comprehensively answer the questions in the candidate application by providing documentation, examples, et cetera;
- Oklahoma State Bureau of Investigation (OSBI) Background Check, or if you currently live in another state the equivalent background check used by your state;
- Release of Information Form to the Oklahoma Bar Association, or to the State Bar Association where you are currently licensed; and
- Current Photograph.

THE ORIGINAL AND 16 COPIES OF
PROPERLY SUBMITTED CANDIDATE PACKETS

MUST BE RECEIVED AT THE OFFICE OF:

Trial Court Administrator

Oklahoma County Courthouse

321 Park Avenue, Room 322

Oklahoma County, Oklahoma 73102

NO LATER THAN APRIL 30, 2024 AT 4 O'CLOCK P.M.

CANDIDATES FOR OKLAHOMA COUNTY PUBLIC DEFENDER

CHIEF PUBLIC DEFENDER JOB DESCRIPTION

- **Type:** Full Time
- **Salary/Pay Rate:** \$153,471.00

Duties

The office and duties of the Public Defender are established by statute, (19 O.S. §138.1a, et seq.) The Public Defender's Office provides competent, quality legal representation to indigents in Oklahoma County who are charged with all types of criminal offenses, including misdemeanors, felonies, and capital crimes, as well as to our convicted clients who wish to appeal their convictions. The office, pursuant to court appointment, represents deprived children in juvenile and domestic cases, mentally ill persons in civil commitment hearings, and children and adults in other civil proceedings. The office also represents the interests of the public in making recommendations to judges regarding adoption expenses and protects the interests of children in contested adoptions. The office can be appointed to represent witnesses in multi-county grand jury cases by order of the Supreme Court of Oklahoma and is statutorily required to notify judges of anyone illegally incarcerated in the Oklahoma County Jail.

The Oklahoma County Chief Public Defender appoints and supervises attorneys, investigators, and support staff. The Public Defender will be responsible for establishing office policies, preparation of departmental budgets, and performance of other related work as required. The Public Defender also assigns, directs, and evaluates the work of the legal staff in providing competent legal services to the public within the rules of law and legal ethics. The Public Defender provides oversight to Oklahoma County Conflict Attorneys. The Public Defender must have the ability to establish and maintain effective working relationships with employees, court officials, public officials, the public, and members of the state and local Bar Association. The Public Defender serves "at the pleasure of the judges."

Special Skills or Qualifications Required

Applicants must be licensed to practice law in Oklahoma and have at least five years' experience in providing criminal legal services including felony trial work and experience in other areas of criminal law. Other qualifications should include proven effective administrative skills; knowledge of principles and practices of criminal law, interviewing and counseling techniques, ability to train and develop subordinate professionals in legal research and presentation methods, and the ability to anticipate and solve various types of problems.

**CANDIDATES FOR OKLAHOMA COUNTY PUBLIC DEFENDER
CHIEF PUBLIC DEFENDER JOB DESCRIPTION**

Salary and Benefit

The Benefits package is the same as offered to all employees by Oklahoma County. By statute, the Chief Public Defender cannot engage in the private practice of law.

Applications

Anyone interested in the position may apply by furnishing the Trial Court Administrator, Renée Troxell, with an original and sixteen copies of the candidate packet. The original signed candidate packet and sixteen copies must be received by the Trial Court Administrator's Office no later than 4:00 p.m. on April 30, 2024. Applications must have an original signature thus any application submitted by e-mail or facsimile will not be accepted. Applications mailed prior to the deadline but received after the deadline will also not be accepted.

If you desire, you may mail your application to:

Renée Troxell
Trial Court Administrator
321 Park Ave, Room 322
Oklahoma City, OK 73102

**CANDIDATES FOR OKLAHOMA COUNTY PUBLIC DEFENDER
CANDIDATE APPLICATION**

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 (Please list preferred contact number first.) <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
Year you were admitted to practice in Oklahoma:	OBA Number
Please list all other States or Courts to which you have been admitted to practice along with the year you were admitted and whether your admission to that jurisdiction is still active.	Bar Number for Other Jurisdictions
Fluency in languages other than English:	What languages:

Please attach as many additional pages as necessary to fully answer each question.

- Are You a United States Citizen? YES NO
- 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.
- 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.) (Regardless of your answer to this question, you must sign the Release contained in the Candidate Package for us to obtain records from the Bar Association.)

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

4. Have you ever been dismissed from employment because of unethical or dishonest conduct?

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

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

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

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

Name Relationship

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

YES NO

8. 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

9. Number of years of criminal litigation experience. _____

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

11. How many criminal cases have you handled as sole or lead counsel?

Felony _____

Death Penalty _____

Misdemeanor _____

Juvenile Delinquent _____

Youthful Offender _____

Appellate _____

Traffic punishable by incarceration _____

12. How many criminal jury trials have you first chaired? _____

13. How many criminal jury trials have you second chaired? _____

14. How many preliminary hearings have you done? _____

15. Have you argued before an Appellate or Supreme Court? _____ If yes, please provide details.

16. How many of the following case types have you handled as sole or lead counsel?

Mental Health _____

Diversion Courts _____

Guardianship _____

Adoption _____

Juvenile Deprived/Dependency _____

17. List all committees, boards, nonprofits, and organizations on which you have served.

18. List all Prisons, Detention Center, Jails, Mental Health Facilities, Rehabilitation Facilities, Treatment Centers, Juvenile Detention Centers, or other holding facilities have you physically visited whether for a tour or to meet with a client.

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

20. Have you ever worked with the Oklahoma Legislature, Governor's Office, State Supreme Court, Court of Criminal Appeals or the Administrative Office of the Courts? If so, give details.

21. Have you ever worked with members of the Oklahoma County Board of County Commissioners, Oklahoma County Budget Board, any of their subcommittees, and/or any other local or county offices? If so, give details.

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

23. Provide a comprehensive list of CLE instruction, teachings, and trainings have you taught where attendees received CLE credits.

Personal and Judicial References

24. Provide 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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<hr/>		
<hr/>		

Date

Applicant Signature

OKLAHOMA STATE BUREAU OF INVESTIGATION

Criminal History Record Information Request

6600 North Harvey Place
Oklahoma City, OK 73116
(405) 848-6724
(405) 879-2503 FAX
<https://osbi.ok.gov/>

Type Of Search Requested:

- Name-Based - \$15.00
 - Sex Offender - \$2.00
 - Mary Rippy Violent Offender - \$2.00
 - State Fingerprint-based - \$19.00*
- *VIA mail or in-person ONLY. Must provide ORIGINAL fingerprint card. DO NOT FAX. Includes name-based search.

DATE _____

Request Submitted via:

- Fax Mail In Person
**REQUESTS WILL BE RETURNED
IN THE MANNER RECEIVED.**

Mail requests should include postage-paid reply envelope.

Fax requests must include payment by credit card and a dedicated Fax Phone Line for return of completed search:

DO NOT FAX FINGERPRINT CARDS

ACCEPTABLE FORMS OF PAYMENT: CASH CASHIER'S CHECK / MONEY ORDER

BUSINESS CHECK No Personal Checks Accepted.

CREDIT CARD

For Visa, MasterCard and Discover, security code is 3 digits on back of card.
For Amex, security code is 4 digits on front. These are the only cards accepted.

CREDIT CARD # _____ EXPIRATION DATE _____ SECURITY CODE _____

CARD HOLDER _____

Please print the name of the individual card holder as it appears on the credit card.

CARD HOLDER SIGNATURE (REQUIRED) _____

REQUESTOR INFORMATION: (Type or print clearly in blue or black ink) Results will only be returned to the original requestor

REQUESTOR'S NAME _____ SIGNATURE OF REQUESTING PARTY _____

STREET ADDRESS _____

PHONE NUMBER _____ CITY _____ STATE _____ ZIP _____ E-MAIL ADDRESS _____

Requestors outside of the United States are strongly encouraged to provide an e-mail address for purposes of correspondence.

PURPOSE OF REQUEST _____

SUBJECT INFORMATION: (Type or print clearly in blue or black ink)

Forms with corrections made with white out or by striking through the fields in this section will not be processed.

NAME _____ LAST _____ FIRST _____ MIDDLE _____

ALIAS/MAIDEN NAME(S) _____
MAXIMUM OF THREE ALIAS NAMES PER REQUEST

DATE OF BIRTH _____ (MM/DD/YYYY). If date of birth is unavailable, include exact age of subject.

RACE _____ SEX _____ SOCIAL SECURITY NUMBER _____

SEARCH RESULTS (Please do not write in the spaces below):

Oklahoma State Bureau of Investigation
Computerized Criminal History

Oklahoma Department of Corrections
Sex Offender

Oklahoma Department of Corrections
Violent Offender

Unless fingerprint cards are provided, record information is furnished solely on the basis of name or description similarity with the subject of your inquiry.
For questions on the Sex Offender / Violent Offender Registry, please contact the Oklahoma Department of Corrections.

OSBI CIIRU 12/2022

RELEASE FOR OKLAHOMA BAR ASSOCIATION RECORDS

I hereby authorize the release of any information from the Oklahoma Bar Association or any of its committees, educational and other institutions. I further request and authorize the delivery of such information to the Presiding Judge of Oklahoma County. This release to the Presiding Judge of Oklahoma County of any information, files, records and/or reports requested by the Commission in connection with the background investigation and processing of this application is without reservation or exception.

Print Name

Signature

STATE OF OKLAHOMA)
) ss.
COUNTY OF _____)

Subscribed and sworn to before me this ____ day of _____, 20____.

Notary Public

My Commission Expires:

(seal)