

## **DISTRICT PUBLIC DEFENDER: DISTRICT XII (ALLEGANY & GARRETT COUNTIES)**

The Maryland Office of the Public Defender (OPD) seeks an experienced, zealous, dedicated, and demonstrated leader to serve as the District Public Defender for District XII, serving Allegany and Garrett Counties. OPD's Western Maryland office provides client-centered representation to juveniles and adults charged with misdemeanors and felonies in Allegany and Garrett Counties. The Agency's vision is for *Justice, Fairness, and Dignity for All*. Employees are committed to the core values of a culture of excellence, client-centered representation, tenacious advocacy, and are united as a team in achieving the Agency's mission.

### **OVERVIEW OF THE POSITION**

The District Public Defender will lead the District XII management team and staff to ensure the exemplary operations of the District XII office and the highest standard of client representation. The District Public Defender is involved in the day-to-day operations, supervision, and management of all District XII staff. This position will be primarily located in Cumberland, Maryland.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

- Responsible for the effective operation of the Maryland Office of the Public Defender District XII office by designing and implementing procedures, policies, and practices.
- Supervises attorneys and other professional and support staff.
- Fosters a culture of excellence, resourcefulness, professionalism, and zealousness amongst attorneys and staff.
- Collaborates with Administration and other members of the District XII leadership team to set priorities and maintain a high standard of representation by fostering mentorship, teamwork, and communication.
- Works with the Training Division and the Agency's other district offices to support effective representation through participation in developing relevant policies, practices and trainings.
- Monitors the distribution of workload to ensure optimal client outcomes.
- Handles day-to-day problems and questions arising from staff and from the Courts.
- Handles and approves transcript requests, investigation requests, and panel determinations.
- Collaborates with community-based organizations and participates in working groups of public defense advocates. Actively encourages attorneys to do the same.
- Cultivates excellence and professional development amongst attorneys and staff, including providing regular in-house training programs, and working with the Training Division and other Statewide Divisions to develop training programs.
- Works with representatives of other Criminal Justice agencies to help meet the needs of clients.
- Maintains an active caseload.

### **TRAINING AND QUALIFICATIONS**

- Demonstrated commitment to zealous, comprehensive public defense.
- Substantial litigation experience and strong litigation skills (minimum 5 years criminal trial experience; felony trial experience preferred).
- Demonstrated leadership abilities, including management & supervisory abilities (2-5 years preferred).
- Strong mentoring skills.
- Active membership in good standing in the Maryland Bar or bar of another State.\*

### **HOW TO APPLY**

If you wish to be considered for this position please submit a: (1) current resume, (2) cover letter addressing the above qualifications, and (3) list of references. All requested materials must be submitted electronically. Please email all materials in **one email** to attorneyjobs@opd.state.md.us. In the subject line of the email please indicate "District Public Defender, District XII." Incomplete applications will not be considered.

**CLOSING DATE: AUGUST 11, 2017**

**The Maryland Office of the Public Defender is an Equal Opportunity Employer. District Public Defenders are full-time employees who serve at the pleasure of the Public Defender. Criminal Procedure Art., Section 16-203(d). District Public Defenders cannot engage in the private practice of law while in this position.**

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\* If member of a bar of another State, the applicant must become admitted to the Maryland Bar within 18 months of employment with the Office of the Public Defender.