

DEPUTY DISTRICT PUBLIC DEFENDER: DISTRICT ONE (BALTIMORE CITY)

The Maryland Office of the Public Defender (OPD) seeks an experienced attorney who will bring exceptional leadership, management, and excellent communication skills to the organization by serving as the Deputy District Public Defender for District One (Baltimore City). OPD's Baltimore City office is a large urban public defender's office with 200+ employees providing client-centered representation to juveniles and adults charged with misdemeanors and felonies in Baltimore City. The Agency's vision is for *Justice, Fairness, and Dignity for All*.

OVERVIEW OF THE POSITION

Deputy District Public Defender will report to the District Public Defender (DPD) and serve as a partner and advisor. The Deputy will champion OPD's mission, working collaboratively with the DPD, sharing responsibilities for executing District One policies and initiatives. These responsibilities include strategic planning, reporting and supervision of programs and the development of staff. As a critical member of the Leadership Team, s/he will assist with the management of the day-to-day operations and strategic planning for District One. The Deputy's leadership will benefit the internal operations of District One, as well as playing the crucial role of advising the DPD on matters pertaining to these internal operations. The Deputy will prepare short- and long-range plans, and work with the Leadership Team in formulating policies. The Deputy will develop and maintain close working relations with external stakeholders, such as community-based organizations, legal advocates and other allied organizations that work with the Office of the Public Defender. This position will be located at 201 St. Paul Place, Baltimore, Maryland, 21202.

PRIMARY DUTIES AND RESPONSIBILITIES

- Overseeing the efficient and effective day-to-day operations of the District One;
- Representing the office at community activities to enhance the District One's community profile;
- Identifying, assessing, and informing the DPD of internal and external issues that affect the organization;
- Drafting policies for the approval of the DPD and preparing procedures to implement the district's policies;
- Reviewing existing policies on a regular basis and recommending changes to the DPD as appropriate;
- Providing support to the DPD by facilitating regular program meetings, preparing meeting agendas and supporting materials;
- Working with the DPD to determine staffing requirements for organizational management and program delivery;
- Working collaboratively with the District One Leadership Team and OPD Administration to determine communications strategy, including ongoing evaluation and improvement of supporting technology/infrastructure;
- Supporting and providing leadership for staff through effective resource planning, work assignment, information exchange, and setting project goals;
- Serving as a mentor and coach and visible, approachable sounding board/resource;
- Cultivating 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; and
- Serving as District Public Defender in the absence of the District Public Defender.

TRAINING AND QUALIFICATIONS

- Demonstrated commitment to zealous and comprehensive public defense;
- Strategic planning, program implementation, and/or organizational management experience;
- Leadership and management experience;
- Demonstrated knowledge of the principles of attorney supervision, training, professional development, and State personnel policies and procedures;
- Ability to supervise relationships, including possessing the cultural competency skills necessary to effectively supervise a diverse staff;
- Extensive criminal litigation experience and strong trial skills (5 years minimum, experience in large urban area strongly preferred); and
- Active membership in good standing in the Maryland Bar or Bar of another State.*

* If candidate is a member of the Bar of another state, the candidate must commit to becoming admitted to the Maryland Bar within 18 months of their start date.

HOW TO APPLY

If you wish to be considered for this position please submit a: (1) current curriculum vitae, (2) cover letter addressing the above qualifications, (3) list of references, (4) writing sample (legal or nonlegal acceptable), and (5) applicant essay (located on our website). Please email all materials in **one email** to attorneyjobs@pd.state.md.us. In the subject line of the email please indicate "Deputy District Public Defender, District One." Incomplete applications will not be considered.

CLOSING DATE: OPEN UNTIL FILLED

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