

SUPERVISING ATTORNEY: POST CONVICTION DEFENDERS

The Maryland Office of the Public Defender seeks a dynamic leader and experienced litigator to join the Post Conviction Defenders leadership team and assist the Division in providing high quality advocacy on behalf of clients in post-conviction matters. The Maryland Office of the Public Defender provides superior representation to indigent defendants throughout the State of Maryland. 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

Working with other members of the management team the Supervising Attorney is responsible for ensuring zealous representation of indigent defendants in collateral attacks on convictions; supervision of attorneys, personnel, and operations of the Post Conviction Defenders Division; and assist the Division in the implementation of OPD's strategic plan. The Supervising Attorney reports to the Chief Attorney of the Post Conviction Defenders Division. This position will be located in Baltimore, Maryland but will involve travel throughout the state.

PRIMARY DUTIES AND RESPONSIBILITIES

- Reports directly to the Chief Attorney and the Deputy Chief Attorney of the Post Conviction Defenders Division.
- Works closely with the leadership team to maintain a high standard of representation through ensuring accountability while fostering mentorship, teamwork, and communication.
- Actively supervises and consults with attorneys on case preparation and trial strategy.
- Monitors the distribution of cases and attorney caseloads to ensure optimal client outcomes.
- Ensures accountability through the regular evaluation of attorney performance.
- Identifies, assess, and cultivates talent amongst attorneys in the Division.
- Fosters a culture of excellence, resourcefulness, and zealotness amongst attorneys and staff.
- Actively participates in the leadership team of the Division.
- Organizes and conducts regular in-house training programs.
- Works closely with the Training Division and other Statewide Divisions to ensure effective representation through the development of relevant policies, practices, and trainings.
- Maintains an active caseload.

TRAINING AND QUALIFICATIONS

- Demonstrated commitment to zealous and comprehensive post-conviction advocacy.
- Substantial litigation and/or post conviction experience and strong advocacy skills (3 years of experience preferred).
- Demonstrated leadership abilities, including management, and supervisory abilities.
- Strong mentoring skills.
- Active membership in good standing in the Maryland Bar or the Bar of another State.*

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) completed applicant essay (located under "Careers" on our website), and (5) recent writing sample.

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 "Supervising Attorney: Post Conviction Defenders." Incomplete applications will not be considered.

CLOSING DATE: JANUARY 16, 2018

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

* Individuals who are members of the Bar of another State must be admitted to the Maryland Bar within 18 months of start date.