

## **SUPERVISING ATTORNEY, DISTRICT COURT DIVISION: ANNE ARUNDEL COUNTY**

The Maryland Office of the Public Defender (OPD) seeks a dynamic leader and litigator to serve as a Supervising Attorney in the District Court Division of the Anne Arundel County office. OPD 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**

The Supervising Attorney of the District Court Division combines his/her demonstrated dedication to the representation of indigent clients with his/her strong leadership skills to ensure the highest standard of client representation in a team-oriented environment focused on a client-centered approach to representation. The Supervising Attorney will work in conjunction with other members of the leadership team in Anne Arundel County (including the other Supervising Attorney for the District Court) and will be involved in all aspects of the day-to-day operations of the District Court Division and its staff. Both Supervising Attorneys will be splitting their time between the Annapolis District Court location and the Glen Burnie District Court location of the Maryland Office of the Public Defender.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

- Reports to the District Public Defender.
- Works closely with the other members of the leadership team to maintain a high standard of representation through ensuring accountability while fostering mentorship, teamwork, and communication.
- Shares the responsibility of supervising, developing, and training all attorneys assigned to District Court Division in Anne Arundel County.
- Actively consults with attorneys regarding case preparation and trial strategy.
- Monitors the distribution of cases, attorney caseloads, and attorney schedules to ensure optimal client outcomes.
- Fosters a culture of excellence, resourcefulness, and zealotry amongst attorneys and staff.
- Ensures accountability through the regular evaluation of attorney and staff performance.
- Identifies, assess, and cultivates talent amongst the District Court attorneys.
- Organizes and conducts regular in-house training programs.
- Actively participates in the leadership team of District Seven office.
- Works with other Agencies and entities involved in the criminal justice system to help meet the needs of clients.
- Works closely with the Training Division and other Statewide Divisions to ensure effective representation through the development of relevant policies, practices, and trainings.
- Maintains a District Court caseload.

### **TRAINING AND QUALIFICATIONS**

- Demonstrated commitment to zealous and comprehensive public defense.
- Substantial criminal litigation experience and strong litigation skills (5 years minimum).
- Felony jury trial experience (5 years preferred).
- Demonstrated leadership, mentorship, communication, supervisory, client advocacy, and management abilities.
- Superior organization and communication 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 one of these position please submit a: (1) current resume, (2) cover letter addressing the above qualifications, (3) list of references, (4) completed Applicant Essay (available on our website under "Careers").

Items (1)-(4) outlined above must be submitted electronically. Please email items (1)-(4) in **one email** to attorneyjobs@opd.state.md.us. In the subject line of the email please indicate "Supervising Attorney, Anne Arundel County." Incomplete applications will not be considered.

### **CLOSING DATE: OPEN UNTIL FILLED**

**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.**

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\* 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.