

## **SUPERVISING ATTORNEY, MISDEMEANOR DIVISION: MONTGOMERY COUNTY**

The Maryland Office of the Public Defender seeks a dynamic leader and litigator to serve as Supervising Attorney in the District Court Division of the Montgomery County Office. Maryland Office of the Public Defender (OPD) supervising attorneys are leaders, teachers and problem-solvers. They are responsible for communicating and shaping OPD's vision of *Justice, Fairness and Dignity for All* and enhancing the ability of OPD attorney to provide excellent, client-centered representation.

### **PRIMARY DUTIES, EXPECTATIONS, AND RESPONSIBILITIES**

- Supervise attorneys representing OPD clients in District Court and misdemeanor jury trials, including courtroom observation, client communication, docket and file preparation.
- Actively consult with attorneys regarding case preparation and trial strategy.
- Collaborate with the other members of the Montgomery County Office leadership team to set priorities and to maintain a high standard of representation by fostering mentorship, teamwork, and communication.
- Provide opportunities for professional development and training of attorneys assigned to the Misdemeanor Division in Montgomery County, including providing regular in-house training programs and working with the Training Division and other Statewide Divisions to develop training.
- Oversee and manage attorney caseloads and attorney schedules to ensure optimal client outcomes.
- Evaluate attorney and staff performance in accordance with the evaluation standards adopted by the Maryland Office of the Public Defender and provide regular feedback.
- Participate in trainings, task force and other meetings of public defense advocates to advance the work of OPD, and encourage attorneys to do the same.
- Maintain a caseload including District Court dockets.
- Serve as liaison between OPD, Misdemeanor Division attorneys, District Court judges, and personnel.
- Communicate and negotiate with the State's Attorney's Office concerning issues affecting OPD clients and staff.

### **CORE COMPETENCIES**

- Knowledge of the principles of attorney supervision, training, development, and State personnel policies and procedures.
- Knowledge of the application of legal principles and the methods of criminal defense litigation, including Maryland criminal law and the provisions of trial advocacy.
- Ability to plan, organize, and effectively supervise the work of subordinates.
- Ability to supervise relationships, including possessing cultural competency skills necessary to effectively supervise a diverse staff.
- Display high level of organization, initiative, attention to detail and commitment to comprehensive public defense.
- Ability to foster and facilitate cooperation, pride, trust, group identity and team spirit throughout OPD.

### **TRAINING AND QUALIFICATIONS**

- Substantial criminal litigation experience and strong litigation skills (5 years minimum).
- Felony jury trial experience (3 years preferred).
- Demonstrated leadership, mentorship, communication, supervisory, client advocacy, and management abilities.
- 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, (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, Montgomery County." **Incomplete applications will not be considered.**

**CLOSING DATE: MAY 8, 2017**

**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.