

DIRECTOR OF THE ASSIGNED COUNSEL AND INVESTIGATOR PANELS

The Maryland Office of the Public Defender (OPD) seeks a Director of the Assigned Counsel & Investigator Panels to design, implement, and oversee statewide assigned counsel and investigator programs. 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

OPD assigns Assistant Public Defenders to represent eligible indigent clients except when there is an ethical conflict. In those cases, the Public Defender, District Public Defender, or Chief Attorney appoints a panel attorney: a private attorney approved to represent public defender clients. Much of the investigative work performed on behalf of OPD clients is done on a case-by-case contractual basis by private investigators, and not by staff investigators. The Director of the Assigned Counsel and Investigator Panels will be responsible for designing and overseeing a system for the assignment of qualified and effective panel attorneys and investigators throughout the state. He/she will then work closely with Administration, District Public Defenders, and Division Chiefs to supervise the administration and implementation of those systems, including but not limited to: creating standards for qualifications, supervision, recruitment, and quality control; creating and implementing a curriculum for training; and ensuring the availability of training and other resources. This is a new position and will be primarily located in Baltimore, Maryland.

PRIMARY DUTIES AND RESPONSIBILITIES

- Design and implement an effective assigned attorney program which consistently provides quality representation for eligible indigent clients across the state.
- Draft standards and oversee the recruitment, training, assignment, quality control, and supervision of panel attorneys and investigators.
- Design and implement training program, curriculum, and requirements for panel attorneys.
- Collaborate with Administration (including: the Public Defender, Deputy Public Defender, Fiscal, Training, and Litigation Support) and participate in the Senior Management Team.
- Work closely with District Public Defenders and Division Chiefs to ensure the implementation and supervision of the assigned attorney and investigator programs in all OPD offices.
- Responsible for the review and approval of panel attorney fee petitions.

TRAINING AND QUALIFICATIONS

- Demonstrated commitment to zealous, comprehensive public defense.
- Substantial criminal litigation experience and strong litigation skills (minimum 5 years criminal jury trial experience).
- Experience designing and implementing systems, standards, and/or curriculum (strongly preferred).
- Demonstrated leadership abilities: including management and supervisory abilities.
- Exceptional organizational and time management skills.
- Active membership in good standing in the Maryland Bar or the bar of another state. If member of a bar of another State, the applicant must become admitted to the Maryland Bar within 18 months of employment with OPD.

HOW TO APPLY

To apply for this position please submit a: (1) current curriculum vitae, (2) cover letter addressing the above qualifications, and (3) list of references. Cover letters should be addressed to: Johanna Cohen Leshner, Director of Recruitment 6 St. Paul Street, 14th Floor, Baltimore, Maryland 21202. All materials must be submitted electronically in **one email** to attorneyjobs@opd.state.md.us. In the subject line of the email please indicate "Director of the Assigned Counsel and Investigator Panels." Incomplete applications will not be considered.

CLOSING DATE: OPEN UNTIL FILLED

The Maryland Office of the Public Defender is an Equal Opportunity Employer. The Director will be a full-time employee who serves at the pleasure of the Public Defender and cannot engage in the private practice of law while in this position.