

SUPERVISING ATTORNEY, DISTRICT XII: GARRETT COUNTY

The Maryland Office of the Public Defender (OPD) seeks a dynamic leader and litigator to serve as the Supervising Attorney in Garrett County, Maryland. 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

A Supervising Attorney 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 is involved in all aspects of the day-to-day operations of the office, including the supervision of the attorneys, professional, and support staff assigned to the office. This position is located in Oakland, Maryland 21550.

PRIMARY DUTIES AND RESPONSIBILITIES

- Reports to the District Public Defender.
- Responsible for the effective operation of the OPD's Garrett County office.
- Works closely with the other members of the District Twelve management team to maintain a high standard of representation through ensuring accountability while fostering mentorship, teamwork, and communication.
- Works with other Agencies and entities involved in the criminal justice system to help meet the needs of clients.
- Supervises attorneys and support staff assigned to the Garrett County office.
- Actively consults with attorneys regarding case preparation and trial strategy.
- Identifies, assess, and cultivates talent amongst the attorneys.
- Monitors the distribution of cases, attorney caseloads, and attorney schedules to ensure optimal client outcomes.
- Fosters a culture of excellence, resourcefulness, and zealotness amongst attorneys and staff.
- Ensures accountability through the regular evaluation of attorney and staff performance.
- Panels conflict cases.
- 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 public defense.
- Substantial criminal litigation experience and strong litigation skills (2-5 years felony trial experience 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:

To apply for this position please submit a: (1) current resume, (2) cover letter addressing the above qualifications, (3) list of references, and (4) completed Applicant Essay (available on our website under "Careers").

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, District XII." Incomplete applications will not be considered.

CLOSING DATE: OCTOBER 24, 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.

* 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.