

## **MANAGING ATTORNEY, EASTERN DISTRICT COURT DIVISION: DISTRICT I (BALTIMORE CITY)**

The Maryland Office of the Public Defender (OPD) seeks a demonstrated leader to serve as the Managing Attorney of the Eastern District Court in Baltimore City. OPD's District I, Baltimore City office is a busy, urban public defender office. OPD provides superior representation to indigent clients 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**

Misdemeanor litigation in Baltimore City utilizes a vertical representation model to represent clients. The position requires innovative thinking, investigative skills, and the ability to work independently within a team-oriented environment. The Managing Attorney, working with other members of the District I leadership team, coordinates the day-to-day operations of OPD's Eastern District courthouse office. The position reports to the Chief of Misdemeanor Litigation and is located at the Eastern District Courthouse (1400 E. North Avenue, Baltimore, Maryland 21213), and requires travel throughout Baltimore City as well as familiarity with the challenges and joys of working in a major city.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

- Identify, assess, and cultivate talent and litigation skills amongst Misdemeanor Litigation attorneys.
- Ensure accountability and excellence through regular observation, evaluation, and development.
- Model a culture of excellence, resourcefulness, and zealous advocacy.
- Handle administrative matters including but not limited to managing outside contractors and conflict case matters.
- Develop strategies and means for advancing litigation and advocacy practices in the office.
- Develop collaborative strategies with social workers and core staff to assist clients and their families in matters related to housing, education, school discipline, mental health, and other collateral matters.
- Support and provide leadership to staff through effective resource planning, work assignment, information exchange, and setting project goals.
- Serve as a mentor, coach, and visible, approachable sounding board/resource.
- Cultivate excellence and professional development amongst attorneys and staff, including providing regular in-house training programs, and working with the Training Division and other Statewide Divisions to develop training programs.
- Create and support modifications that promote efficiency and ensure sustainment of people and processes.

### **TRAINING AND QUALIFICATIONS**

- Strategic planning, program implementation, and/or organizational management experience;
- Demonstrated successful leadership and management experience;
- Demonstrated knowledge of the principles of attorney supervision, training, professional development, and State personnel policies and procedures;
- Ability to supervise relationships, including possessing the cultural competency skills necessary to effectively supervise a diverse staff;
- Criminal litigation experience and strong trial skills (5 years minimum, experience in an urban area preferred); and
- Active membership in good standing in the Maryland Bar or Bar of another State.\*

### **HOW TO APPLY**

To apply please submit email the following items to attorneyjobs@opd.state.md.us: (1) resume, (2) cover letter, (3) list of references, (4) completed Applicant Essay (available on our website under "Careers"). In the subject line of the email please indicate "Managing Attorney, Baltimore City." Incomplete applications will not be considered.

### **CLOSING DATE: NOVEMBER 30, 2018**

The Maryland Office of the Public Defender is proud to be an equal opportunity employer. We are committed to building a culturally diverse staff and strongly encourage people historically underrepresented in the practice of law to apply. Assistant Public Defenders are full-time employees who serve at the pleasure of the Public Defender. Criminal Procedure Art., Section 16-203(d). Assistant Public Defenders 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.