

## **ASSISTANT PUBLIC DEFENDER: POST CONVICTION DEFENDERS DIVISION**

The Maryland Office of the Public Defender (OPD) seeks a dedicated attorney for the Post Conviction Defenders Division. 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**

An Assistant Public Defender combines his/her demonstrated dedication to the representation of indigent clients with his/her strong research, writing, and litigations skills to provide exceptional representation. The attorney in this position is expected to work independently in managing an active caseload while simultaneously working in a team-oriented environment focused on a client centered approach to representation. This position will be located in Baltimore, Maryland but will involve travel to circuit courts and institutions operated by the Department of Corrections across Maryland. The projected start date for this position will be February 27, 2019.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

- Performing extensive legal research of case law, statutes, and Maryland rules.
- Writing post conviction petitions containing legal argument.
- Interviewing and effectively communicating with incarcerated clients and their families.
- Interviewing potential witnesses (such as: prior defense counsel, trial witnesses, alibi witnesses, etc.).
- Preparing for circuit court post conviction hearings.
- Conducting direct and cross-examination of witnesses.
- Negotiating with the State for alternative resolutions.
- Managing active hearing schedule & heavy case load.
- Keeping apprised of new and relevant case law.
- Continuously seek professional development through trainings, continuing legal education and trial skills courses.

### **TRAINING AND QUALIFICATIONS**

- Judicial law clerk experience preferred.
- Post conviction knowledge and/or post-conviction litigation experience preferred. We will consider candidates at all experience levels.
- Ability to work in a fast-paced, team-oriented environment.
- Ability to work independently, and effectively manage an active heavy caseload.
- Strong interest to zealously advocate and negotiate for indigent clients.
- Superior communication & organization skills.
- Active membership in good standing in the Maryland Bar or Bar of another state by February, 2019.\*

### **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, (4) writing sample, (5) law transcript (if graduated within the past 5 years), and (6) completed Applicant Essay (available on our website under "Careers"). All requested materials must be submitted electronically. Please email all materials in **one email** to [attorneyjobs@opd.state.md.us](mailto:attorneyjobs@opd.state.md.us). In the subject line of the email please indicate "APD, Post Conviction." Incomplete applications will not be considered.

### **CLOSING DATE: JANUARY 10, 2019**

**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 the selected 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.