

## **SUPERVISING ATTORNEY: DISTRICT II (LOWER EASTERN SHORE)**

The Maryland Office of the Public Defender (OPD) seeks demonstrated leaders and zealous litigators to join the District II leadership team as Supervising Attorneys. Located in the Eastern Shore of Maryland, the District II office of OPD serves Dorchester, Somerset, Wicomico and Worcester Counties. 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 their strong leadership and litigation skills to ensure the highest standard of client representation in a team-oriented environment focused on a client-centered approach to representation. A Supervising Attorney is involved in the day-to-day operations and supervision of attorneys and support staff. As a member of the District II leadership team, travel to the other counties within district is required; however, Supervising Attorneys will primarily be located in one of the four counties. The determination of the primary location will be based on the selected candidate's preferences while taking into account OPD's needs. The primary location is subject to change based on the overall needs of the district.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

- Reports to the District Public Defender and Deputy District Public Defender.
- Works closely with the District II leadership team to maintain a high standard of representation through ensuring accountability while fostering mentorship, teamwork, and communication.
- Supervises attorneys handling misdemeanor and felony cases as well as other professional and support staff.
- Monitors the attorney caseloads and the distribution of cases and to ensure optimal client outcomes and attorney development.
- Actively consults with attorneys on case preparation and trial strategy.
- Identifies, assesses, and cultivates talent amongst attorneys.
- Organizes and conducts regular in-house training programs.
- Ensures accountability through the regular evaluation of attorney and staff performance.
- Fosters a culture of excellence, resourcefulness, and zealousness amongst attorneys and staff.
- Handles and approves transcript requests, investigation requests, and panel determinations.
- 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 trial skills (a minimum of 3 years felony experience required)
- Demonstrated leadership, mentorship, communication, client advocacy, supervisory, and management abilities.
- Active membership in good standing in the Maryland Bar or Bar of another State.\*

### **HOW TO APPLY**

To apply please submit a: (1) resume, (2) cover letter addressing the above qualifications, (3) list of references, (4) completed Applicant Essay (available on our website under "Careers"). Cover letters should be addressed to: Johanna Cohen Leshner, Director of Recruitment 6 St. Paul Street, Suite 1400 Baltimore, Maryland 21202.

The above items must be submitted electronically by emailing them, in **one email**, to attorneyjobs@opd.state.md.us. In the subject line of the email please indicate "Supervising Attorney, District II." Incomplete applications will not be considered.

### **CLOSING DATE: APRIL 27, 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. 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 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.