



SPOKANE COUNTY
invites applications for the position of:

Public Defender - Director

SALARY:	\$189,691.25 Annually
OPENING DATE:	12/03/21
CLOSING DATE:	Continuous
DEPARTMENT:	Public Defender

JOB SUMMARY:

This appointed position performs highly responsible and complex administrative, supervisory and participatory legal work in directing the staff, policy and operations of the Spokane County Public Defender's Office, as provided by chapter 36.26 RCW. Incumbent performs direct trial level representation of indigent defendants in a diverse range of criminal and civil cases.

TOTAL COMPENSATION: \$242,804 annually. Total compensation is an estimate based upon base compensation, median retirement fund contributions, and current employer-paid health and related benefit contribution rates (including medical, dental, life insurance, long term disability, and leave). The actual total will vary depending upon each employee's enrollment choices.

EXAMPLES OF DUTIES:

(Duties may include, but are not limited to the following)

Performs duties related to the direction and administration of the department, including effective personnel, financial and resource planning and management; develops, implements and continuously evaluates related short and long term goals and operational plans; develops and implements programs, policies and procedures consistent with statutory and legal requirements in providing quality public defense and legal services.

Manages the department's professional and administrative staff, including selection, training and development, assignment of work, supervision, evaluation, discipline and termination in accordance with county policy and collective bargaining agreements. Establishes, develops, implements and monitors office policies, work rules, standards and guidelines. Participates in labor negotiations, applying contractual terms accordingly.

Develops, prepares, justifies and advocates a multi-million dollar annual budget, adequate to meet current standards for indigent defense; monitors expenditures; provides required financial reports to grantors and other funding sources. Ensures operations and expenditures are within budgetary constraints.

Advises professional staff on complex issues, defense strategies and procedures; monitors and evaluates work, ensuring performance is consistent with prevailing professional standards, applicable statutes and county policies. Assigns, tracks and reviews caseloads. Oversees the arrangement of training and practice updates for attorneys, as required or needed.

Responds to or oversees the resolution of sensitive or complex inquiries, problems or complaints regarding availability or quality of services. Responds to public records requests.

Identifies cases which present an ethical conflict of interest for the Public Defender's Office, and administers contracts with alternative outside counsel.

Researches and develops access to competent forensic and psychological expertise for use in investigation and trial.

Provides leadership to the public defense system by advocating the defense perspective to judges, prosecutors, law enforcement, government leaders and social service agencies in meetings and committees that set policy and procedures.

Maintains and updates as needed a computerized case-management system to track caseloads and individual assignments.

Represents the Public Defender's Office on relevant local and state committees, professional organizations and to community groups or agencies; advocates on behalf of the department and its clients.

Maintains a positive working relationship with all county departments, and other elements of the criminal justice system. Fosters a relationship with the local law school, and maintains a program to utilize clerks and interns to assist the work of staff attorneys.

Prepares and submits related reports and documents as required

Oversees the maintenance of an on-site archive of closed files, including electronically scanned records, and protocols for access thereto.

Develops access to language interpreters, and to assistance for hearing, sight or intellectually impaired clients.

Oversees the maintenance of a public website useful to clients, local practitioners and the public.

Performs other related duties as required.

MINIMUM REQUIREMENTS:

TRAINING AND EXPERIENCE: Graduation from a law school accredited by the American Bar Association and eight (8) years of progressively responsible criminal trial experience, including three (3) years in a managerial position performing administrative functions and supervising professional staff.

LICENSE: Admitted to practice law in Washington State at the time of application; membership in good standing with the Washington State Bar Association, without qualifications or restrictions on the practice of law. Certification by the Washington State Supreme Court to be lead counsel in capital cases under Special Proceedings Rule 2 highly desirable.

SELECTION FACTORS:

Considerable knowledge of:

- the principles, practices and application of criminal law and procedures.
- case management.
- trial procedures.
- the Standards of Indigent Defense adopted by the Washington State Supreme Court in CFR 3.1.
- the performance Guidelines for Criminal Defense adopted by the Washington State Bar Association.

Knowledge of:

- currently accepted management techniques and practices including budget processes, supervisory principles and collective bargaining procedures.

Ability to:

- appear in court and try all types of cases including the most complex cases.
- train, supervise, evaluate and improve the work of professional legal and support staff through instruction and by example.
- develop, implement and administer goals, objectives, and procedures for providing effective and efficient services;
- establish and maintain tactful, effective and non-judgmental relationships with clients and the public and parties affected by the court and its administration.
- analyze problems, identify solutions, project consequences of proposed actions and implement recommendations in support of goals;
- communicate and work collaboratively with all segments of judicial and criminal justice systems.
- evaluate and establish priorities.
- effectively work and communicate with individuals and groups from diverse ethnic, cultural and socio-economic backgrounds.
- maintain proper perspective in all dealings, contacts and situations.

Skilled in:

- the practice of criminal law, including courtroom advocacy, forensic and psychological experts and issues, and legal research and writing.

APPLICATIONS MUST BE FILED ONLINE AT:
<http://www.spokanecounty.org/employment>

Position #21-00343
PUBLIC DEFENDER - DIRECTOR
LW

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Public Defender - Director Supplemental Questionnaire

- * 1. Are you currently in good standing with the Washington State Bar Association without qualifications or restrictions on the practice of law?

- Yes
 No

2. If you answered no the question above, please explain:

* 3. Describe your supervisory experience. Include: (1) the number of people supervised, (2) your specific duties and scope of responsibility, (3) experience with specific personnel issues (hiring, training and development, evaluation, progressive discipline, termination, etc.), (4) experience supervising employees represented by labor unions.

* 4. Are you currently certified by the Washington State Supreme Court to be lead counsel in capital cases under Special Proceedings Rule 2? (A "No" doesn't preclude you from consideration.)

Yes

No

* 5. Describe your criminal defense litigation experience (trial to verdict). Include numbers of cases tried, subsequent verdicts, high profile cases with which you have been involved, and any appellate experience.

* Required Question