

Chief Public Defender



Position Description

Status

Full-Time, Nonexempt

Compensation

D63

Bargaining Unit

N/A

Reports to

County Administrator

Supervises

Public Defender Staff

Position Category

Executive Director

Summary

This Chief Public Defender (CPD) is responsible for the development, implementation, oversight, and direction of the Public Defender Office and the indigent defense (ID) contract system. The CPD shall be responsible for staffing the Public Defender Office, creation and supervision of all attorney contracts and/or attorney rosters within the contract system. Ensures that Allegan County meets all constitutional and legislative requirements as they pertain to the representation of indigent clients and provides a high level of ID services. The CPD supervises and directs all ID staff; monitors all ID contracts and attorney rosters for compliance; develops and implements policies and procedures for all three facets of ID; directs and/or performs the department's administrative functions; and prepares the department's annual budget.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position has direct supervisory responsibilities and serves as a coach and mentor for other positions in the department.

1. Develop and implement policies and procedures to ensure that the activities of all three facets of ID are in compliance with the constitutional and statutory requirements regarding the defense of indigent clients. Obtain appropriate approval by the Michigan Indigent Defense Commission (MIDC), as necessary.
2. Supervise and direct the activities of all Public Defender Office staff. Verify that each contracted attorney has current and adequate professional liability insurance.
3. Attend court proceedings to monitor attorneys' performance.
4. Monitor attorney participation in continuing legal education (CLE) events as well as collecting all data as required by the MIDC relative to CLE hours.
5. Monitor performance of all client ID contracts and/or attorney rosters ID contracts.

6. Advise the County Administrator of violations of contract provisions, and recommendations on how to remedy compliance issues. Advise the County Administrator of recurring requests for waivers from contract requirements.
7. Develop and implement internal caseload management reporting to certify Supreme Court and MIDC standards and mandates are met.
8. Manage the department budget.
9. Stay informed of legal precedents and relevant legislation as it pertains to ID representation.
10. Attend meetings with other agencies and departments as required. Provide updates to the Board of Commissioners and Parent Committee as required.

Competencies

Competencies are listed below. Detailed descriptions of these competency levels is available in the Performance Expectations and Development Guide (pages 32-42) available on the internet. [Click here.](#)

Reference the Core Competency Expectation Level stated on page one of this job description. Variances from the Performance Expectations and Development Guide are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Organizational Values
- Goal/Results Oriented
- Communication
- Attention to Detail
- Adaptability
- IT Application
- Leadership & Influence
- Management
- Planning & Organizing
- Decision Making & Judgement
- Analysis & Problem Solving

Supervisory Responsibility

This position has direct supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the office environment; operate a computer and other office machinery; and move or transport files or

other items to meetings and other office spaces. This is largely a sedentary role; however, some filing is required. The ability to open filing cabinets and bend or stand on a stool as necessary is required.

Travel

Travel is required to access County buildings and employees.

Required Education and Experience

1. Juris Doctor degree with a Certificate of Admittance to the State Bar of Michigan
2. Minimum of five (5) years of experience in the practice of criminal defense or the equivalent
3. Minimum of three (3) years of progressively more responsible experience in the administration of legal services.

Preferred Education and Experience

1. Bachelor's degree in business management or a related field

Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____Date_____