

INDIGENT DEFENSE COORDINATOR

JOB PURPOSE AND SUMMARY

This position is responsible for promoting the professional independence and integrity of the Indigent Defense System, and fulfilling the county's obligation to provide high quality, independent counsel to indigent parties. This position will monitor, coordinate, facilitate, and review indigent defense representation in Superior Court and District Court criminal, juvenile criminal cases, involuntary commitment, and civil juvenile cases. The Indigent Defense Coordinator is responsible for developing a methodology for distribution of cases to attorneys and ensuring that case distribution provides for attorney contract completion, including payment for services, fees and costs associated with providing a complete defense.

CLASSIFICATION DISTINCTIONS

The Indigent Defense Coordinator is a single position classification. This class is distinguished from the Deputy Prosecuting Attorney Classification series by providing services to monitor and coordinate indigent defense representation and contract review and development services. The Indigent Defense Coordinator receives general direction from the Director of General Services.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES:

- Oversee attorney compliance with county policy and Washington State statute (RCW 10.101.030) for indigent defense standards for Clark County Superior and District courts.
- Facilitate fulfillment of the county's obligation to provide high quality, independent counsel to indigent parties.
- Serve as liaison between the defense bar, the prosecutor's office and the courts.
- Work with the State Office of Public Defense to secure State funding, and to ensure consistency between County and State objectives.
- Receive and resolve client complaints regarding representation.
- Develop and implement procedures for attorney contract selection.
- Work with county Department of General Services to prepare contracts consistent with County and State Standards for compensation for attorneys.
- Promote professional independence and integrity of the Indigent Defense System.
- Evaluate attorney performance against county adopted standards for indigent defense and legal standards.
- Recommend termination of defense contracts to the Board of County Commissioners (BOCC).

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- Work with the Judges of District and Superior Courts to develop a methodology for the distribution of ancillary resources such as experts and investigators to attorneys.
- Recommend or advise the Board of County Commissioners appropriate compensation for attorneys.
- Coordinate, facilitate and/or develop appropriate training for defense attorneys.
- Continually assess indigent defense workload and take action to insure staffing keeps up with standards.
- Work closely with representatives of District Court, Superior Court as well as contract defense attorneys and their clients.
- Serve as a member of the Law and Justice Committee.
- Other duties and responsibilities as assigned.

QUALIFICATIONS

Minimum Education and Experience:

- Membership in the State Bar of Washington.
- Five (5) years as a practicing attorney and two (2) years as a criminal attorney.
- Familiar with the varied requirements of criminal law, with preference given for familiarity with such requirements in the Clark County legal jurisdiction, and specifically indigent defense.

Any combination of experience and training that would likely provide the required knowledge will be considered.

Knowledge of... State and County Indigent Defense standards, ordinances, statutes, and court decisions relating to criminal prosecution; judicial procedure and rules of evidence; methods of legal research; pertinent Federal, State, and local laws, codes, and regulations; ABA's ten principles of a Public Defense Delivery System.

Ability to... provide administrative and professional leadership and direction for the indigent defense system; recommend and implement goals, objectives, policies and practices for providing effective and efficient services; meet and deal tactfully and effectively with the public; prepare and administer the indigent defense budget; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work including County and other government officials, community groups, and the general public; ability to create a stimulating work environment which places indigent defense in high value; and the ability to train/facilitate attorneys/legal staff regarding Clark County indigent defense policies, procedures, and expectations.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Incumbents typically work in an office setting. Work involves management of multiple priorities and deadlines.

Essential tasks include use of various equipment associated with training, communications equipment, personal computer, telephone, copiers, printers, and other applicable office equipment. In addition to sitting, some walking, standing, bending and carrying of light items is required. Incumbent is required to drive a vehicle to off-site training facilities, seminars and/or classes, to various vendors, etc. for training supplies/equipment, and to conferences and meetings.

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