



GEORGIA PUBLIC DEFENDER COUNCIL

Working Job Title: State Level Services Director (Director of Conflicts)

Job Title: Managing Attorney

Salary commensurate with Experience, Director Level

Position Purpose: This person is responsible for statewide conflict programming and for ensuring that every conflict client is appointed an attorney who represents them through disposition. This involves managing the contractor and their contracts (once the CLO approves them), handling all customer service complaints regarding contractors, compiling data and performance metrics, and tracking all active and inactive conflict cases.

Essential Duties and Responsibilities:

I. Strategic Planning

- A. Maintain a structure for the conflict program. Regularly review judicial circuits to determine the level of need for legal representation in conjunction with the number of cases in that area.
- B. Manage contractors utilized by Circuit Public Defenders and provide the Chief Legal Officer with all contracts for review and approval before execution.

II. Contracting

- A. Identify contractors in each Judicial Circuit where it is GPDC's responsibility to assign conflict cases.
- B. Monitor their work and recommend to the CLO whether to renew those contracts based on performance.
- C. Submit monthly reports to the Performance Division to include, but not limited to:
 - 1. The number of cases assigned to contractors.
 - 2. The county of the assigned cases
 - 3. The number of cases currently open by contractors
 - 4. The number of cases closed by contractors
 - 5. The number of trials participated in by contractors
- D. Track active vs. inactive cases for contractors and use this information to measure performance.
- E. Submit a monthly Inactive Case Report to the Performance Division to determine:
 - 1. Client access to counsel

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2. Attorney accountability
3. Constitutional guarantees
4. Program efficiencies

F. All reports, client and case data must be continuously submitted to the Performance Division and/or the agency's case management system, as applicable, for program analysis.

III. Customer Service

- A. Implements a process for receiving, investigating, and responding to client complaints in conjunction with the agency's Customer Service Division
- B. Track any issues with contractor performance and take corrective action, which may include cancelling contracts or filing complaints with the state bar.
- C. Coordinate contractors' usage of the agency's case management system state-wide.

IV. The Director of Conflicts serves at the pleasure of the Executive Director.

THIS IS AN UNCLASSIFIED POSITION.

THE SELECTED APPLICANT FOR THE POSITION WILL BE SUBJECT TO A REFERENCE CHECK.

PLEASE INCLUDE ALL RELEVANT JOB INFORMATION ON THE APPLICATION FOR CONSIDERATION.

The selected candidate must meet the advertised minimum qualifications and any other qualifications specific to the job responsibilities.