



Working Job Title: Deputy Director, State Level Services

Job Title: Senior Executive

Job Code: 61725

Grade: SE

Salary commensurate with experience.

The Georgia Public Defender Council's Central Office is seeking to hire a Deputy Director of State Level Services. The State Level Services Office of the Georgia Public Defender Council (GPDC) is charged primarily with ensuring the provision of legal services to qualified indigent persons facing pending accusations of criminal behavior in the Superior, Juvenile, and Appellate Courts of Georgia in instances where the local Circuit Public Defender Office is unable to provide legal representation. Applicants must meet the qualification and have the necessary skills to perform the job duties and responsibilities for the position. Applicants must be a current member in good standing with the State Bar of Georgia.

Description of Duties: Directs a diverse range of functions and responsibilities for the Georgia Public Defender Council (GPDC). Provides leadership to subordinate managers and staff. Performs other related duties as required.

Essential Duties and Responsibilities:

- Plans, assigns, directs and supervises the legal work of staff
- Manages the assignment and completion of unit workload to meet the legal needs of the Agency.
- Understands and abides by Agency, local, State, and Federal policies.
- Develops, conveys and models office culture, policy, and ground rules.
- Understands Agency and Office finance and budget methods.
- Able to evaluate and advocate for necessary office resources with the Agency.
- Sets a clear vision for the office to effectively carry out the mission.
- Manages individuals effectively to stay focused on the mission of the Agency and office.
- Undertakes opportunities to learn additional skills that add to leadership capabilities.
- Demonstrates excellence and quality as a lawyer as recognized by experienced lawyers and others.
- Understands the day-to-day practical application of the Rules of Professional Conduct to client matters and to the practice area overall.



- Requires extensive travel throughout the state of Georgia.
- Occasionally provides representation to conflict clients.
- Ensures that all attorneys are in compliance with all of the State Bar's obligations including CLE compliance and annual fees.
- Maintains relationships with a diverse range of people within the professional community.
- Perform other related duties as assigned by 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.

ENTRY QUALIFICATIONS:

- Juris Doctorate from an accredited college or university **AND** licensed to practice law in Georgia **AND** Five to ten years of experience managing professional level staff

AGENCY QUALIFICATIONS:

- Possesses the knowledge to assist in developing and implementing plans and goals for GPDC.
- Knowledge of laws, rules, practices, and regulations governing the provision of resources for indigent citizens and at-risk populations.
- Proven ability to plan and manage the operational process for maximum efficiency and productivity
- Demonstrates proficiency in the performance of the essential duties and responsibilities to function in the position effectively.
- Ability to set goals with defined milestones to measure progress.
- Experience in managing professional level staff.



- Makes sound and well-informed decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.
- Demonstrates excellent communication and interpersonal skills, including superior written and spoken communication.
- Displays a high level of effort and commitment toward work and displays high standards of ethical conduct.
- Committed to providing quality customer service.
- Displays a high level of commitment toward work and a high standard of ethical conduct.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER