

## GEORGIA PUBLIC DEFENDER COUNCIL

**Working Job Title:** Specialized Division Manager North  
Specialized Division Manager South

**Job Title:** Attorney IV

**Salary consistent with Regional Managing Attorney**

**Description of Duties:** The Specialized Division Managers will provide competent and zealous representation and advocacy to indigent clients. This position is for a supervisor/lead attorney, assigned to serious, high-profile, and significant felony cases throughout the state. These two new offices will be in addition to the Specialized Division at the central office in Atlanta. The Northern Division will travel around the northern half of the state and the Southern Division will travel around the Southern Division. They will be provided with a state vehicle and required to travel. These are leadership positions and require applicants who are not only competent trial attorneys, but well organized and can schedule their time effectively and be able to handle representing clients in a variety of jurisdictions.

### **Essential Duties and Responsibilities:**

- Takes cases assigned by the central office and ensures they are all assigned attorneys either by assigning to themselves, a employee or a contractor.
- Represents clients in court at various stages of cases, including arraignments, preliminary and pretrial hearings, probation and sentencing, post-adjudication/post-conviction hearings, appeals, or any related courtroom proceedings; negotiates at all stages on behalf of the client; prepares and argues motions; conducts jury selection, makes opening and closing statements, presents evidence, and questions witnesses; and makes appropriate objections and arguments.
- Attends scheduled court appearances; creates new case files, inputs, and records case-related data and notes, logs case activities, and closes files; receives and reviews calendars; and coordinates with court administration, clients, witnesses, experts, and others.
- Reviews discovery; interviews clients in and out of custody; requests and inspects records and evidence; review criminal histories; prepares graphics and exhibits; explore alternative explanations for the alleged incident; follows up on defense leads; identifies and interviews witnesses and alibis; observes crime scenes; subpoenas witnesses and prepares them for trial; prepares clients for trial; determines the need for, procures, and interviews expert witnesses; assesses the need for psychological/psychiatric evaluation of client; anticipates legal issues; develops defense theory and case strategies.
- Receives and reviews various documentation, including police reports, witness statements, laboratory reports, criminal histories, defense motions, and case law updates; reviews, completes, processes, forwards, or retains as appropriate; prepares or completes various

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forms, reports, correspondence, and other documentation, including a variety of motions, orders, letters, notices, petitions, legal briefs, trial summaries, and departmental reports; compiles data for further processing or use in the preparation of department reports, and maintains computerized and/or hardcopy records.

- Secures mitigating evidence for sentencing or restitution; reviews court orders and case plans; files related requests, motions, and appeals; advocates for the client; and secures additional client services.
- Argues mitigating evidence; negotiates resolutions with assistant district attorneys; and advises clients regarding the acceptance or rejection of plea offers.
- Researches relevant case law and interprets in relation to the facts of the case; researches the terms, procedures, or science used in other fields that may be relevant to a case; prepares briefs and motions and responses to same; writes case summaries; drafts jury charges; and makes trial notes.
- Develops trusting and supportive attorney-client relationship; explains and advises clients regarding their rights, the investigative and judicial process, and the advisability of alternative courses of action; provides updates regarding case status.
- Attends conferences, seminars, meetings, and training events relevant to the area of expertise; keeps abreast of legal changes and participates in professional organizations.
- Communicates with prosecuting attorneys, judges, investigators, legal support staff, witnesses, experts, translators, client friends and family, probation officers, supervisor, government officials, other employees, the public, and other individuals as needed to coordinate work activities, review the status of work, present or exchange information, provide legal counsel and interpretation, or resolve problems.
- Supervises attorneys within the office as well as support staff
- Travels across half of the state to various courthouses/jails/prisons
- All other duties as assigned.
- 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.

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**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**
- License to practice law in the State of Georgia **OR**
- Three years of experience required at the lower-level Attorney 3 (LEP022)

### **AGENCY QUALIFICATIONS:**

- Juris Doctorate from an accredited college or university AND license to practice law in the State of Georgia
- Possesses five years of experience in criminal defense.
- Must be able to demonstrate proficiency in the performance of the essential duties and responsibilities.
- Must have a drivers license and able to drive a state car according to Georgia law and policy.
- Must physically be capable of extended drive times and overnight stays in various judicial circuits.
- Demonstrates the knowledge to conduct case research and documentation.
- Knowledge of statutes, court decisions, federal and state laws, and local criminal laws.
- Demonstrates the knowledge to investigate and prepare cases for hearings and trials.
- Ability to plan the work of assigned 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 commitment toward work and a high standard of ethical conduct.

## **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**