

## GEORGIA PUBLIC DEFENDER COUNCIL

**Working Job Title: First Chair Capital Attorney**

**Job Title: Senior Manager, Legal Services**

**Job Code: LEM021**

**Grade: O**

**Salary Minimum: \$64,134.16**

**Salary Midpoint: \$86,309.47**

**Salary Maximum: \$108,484.78**

### **Job Description:**

Directs an entire staff engaged in the criminal defense. Requires expertise in laws, regulations, decisions and case law. Advises and counsels other attorneys as to the case management practices of handling their assigned cases. Demonstrates a mastery of litigation; extensive and significant jury trial experience as the lead counsel in felony cases. Directs subordinate managers and staff.

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### **Job Responsibilities and Performance Standards:**

- **Directs, administers, and supervises legal service activities for the Circuit Public Defender Office.**
  - Supervises and reviews the activities of the staff in cases assigned. Evaluates the performance in order to maintain efficiency and productivity of the unit.
  - Identifies problems in the unit, develops effective solutions, and implements solutions in order to maintain required level of service.
  - Initiates action in the unit to provide efficient and prompt service and enhance overall function of the unit.
- **Provides advice, counsel, support and technical assistance to senior management and staff on a variety of legal matters. Responds to requests for information and provides answers, opinions, and recommendations regarding legal issues.**
  - Advises professional staff on all matters affected by applicable laws and regulations and of legal ramifications.
  - Responds to inquiries regarding legal determinations and disseminates written responses or reports to the interested parties.
  - Reviews subpoenas, court orders, affidavits, and other legal documents in order to advise staff.
- **Coordinates and implements due process procedures and procedures for appeals as provided for in applicable legislation. Prepares and coordinates cases for subsequent appeals.**
  - Conducts legal research, analyzes statutes, case law, evidence and other relevant information in order to develop case strategies.
  - Appears with and for defendants in court, making appropriate legal motions, pleas, and arguments on points of law.
  - Participates in jury selection; makes opening statements and final arguments and summations in the defense of the accused.
  - Prepares petitions, briefs, arguments, motions, pleadings, other legal

instruments, reports, and correspondence, and argues in the appropriate forum.

- Thoroughly presents oral arguments in applicable forum, presents evidence, conducts direct and cross-examination of witnesses, asks appropriate questions and follow-ups.
- **Conducts the preparation and coordination of cases prior to and during court trials.**
  - Investigates cases, gathers information, and identifies and reviews facts and issues in the preparation for trials in order to determine the facts of the case.
  - Gathers documents, secures and prepares appropriate witnesses, prepare exhibits, and/or prepares for court appearance.
  - Compile and submit evidence, legal documents, reports, and statements in connection with litigation/mitigation.
- **Provides input and feedback to management regarding policies, programs, and training for staff.**
  - Develops, implements, and supervises programs for professional development in all areas of capital litigation.
  - Seeks quality improvements for the office and identifies ways to improve the office.
  - Guides defense teams in selecting applicable professional education programs that they should attend.
  - Determines training needs based on changes in the law and provides and/or arranges for the provision of training to meet those needs.
  - Provides for education and training on requirements of specific laws.
- **Complies with continuing requirements to improve effectiveness. Maintains knowledge of current trends and developments in case law, judicial opinions, etc. by reading appropriate books, journals, and other literature as well as attending related and mandatory seminars and/or conferences. Applies pertinent new knowledge to performance and other responsibilities.**
  - Accepts and carries out responsibility for personal professional growth.
  - Attends professional education programs/seminars as mandated by law.
  - Incorporates knowledge of pertinent new trends and developments in the field into the performance of responsibilities.
- **Creates and maintains a high performance environment characterized by positive leadership and a strong team orientation.**
  - Defines goals and/or required results at the beginning of performance period and gains acceptance of ideas by creating a shared vision.
  - Communicates regularly with staff on progress toward defined goals and/or required results, providing specific feedback and initiating corrective action when defined goals and/or results are not met.
- **Interacts with all levels of state government in a way that promotes respect, encourages cooperation, and contributes to excellent performance.**
  - Treats all customers fairly, giving no one preferential treatment.
  - Communicates accurate information to all other customers in a professional and courteous manner that conveys a willingness to assist.

- Accepts direction and feedback from supervisors and follows through appropriately.
- Accepts responsibility for mistakes and takes action to prevent similar occurrences.
- Uses as appropriate, established channels of communication.

**Sample Technical Competencies:**

- Knowledge of statutes, court decisions, state and federal laws and regulations and departmental policy.
- Ability to perform research and analysis.
- Ability to draft legal instruments, contracts, proposed legislation and legal opinions.
- Ability to analyze, appraise and organize facts and present such materials in clear and logical form for oral and written presentation.
- Ability to determine compliance with rules and regulations
- Ability to monitor staff to ensure compliance with state standards and federal regulations.
- Ability to serve as legal advisor to executives, management and staff.

**Entry Qualifications:**

Completion of a law degree

AND

Juris Doctorate from an accredited college or university AND licensed to practice law in the State of Georgia AND Three years of related legal experience.

**Preferred Qualifications:**

Supervisory experience in a legal setting including the supervision of licensed attorneys.

**Career Development Levels:**

Circuit Public Defender