

Job Title: Managing Attorney
Job Code: LEM023 (Dir, Legal Svcs)
Grade: Q

Salary Minimum: \$85,508.41
Salary Midpoint: \$113,824.07
Salary Maximum: \$142,139.72

Description of Duties: The Managing Attorney will be responsible for providing competent and zealous legal representation and advocacy to indigent clients. An individual holding this position should be prepared to direct subordinate staff engaged in criminal defense; advise and counsel other attorneys as to the case management practices of handling their assigned cases; will represent clients in cases, including the most serious, legally complex, high-profile, and/or significant cases assigned to the Office. Other duties may be required and assigned.

Essential Duties and Responsibilities:

- Directs, administers, and supervises legal service activities for the currently titled Conflict Defender Office. Supervises and reviews the activities of the staff in cases assigned. Evaluates the performance in order to maintain the efficiency and productivity of the unit. Identifies problems in the unit, develops effective solutions, and implements solutions to maintain the required level of service. Initiates action in the unit to provide efficient and prompt service and enhance the unit's overall functions.
- Provides advice, counsel, support, and technical assistance to senior management and staff on various legal matters. Responds to requests for information and provide answers, opinions, and recommendations regarding legal issues. Advises professional staff on all matters affected by applicable laws and regulations and of legal ramifications: review subpoenas, court orders, affidavits, and other legal documents in order to advise staff.
- 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 preparation for trial in order to determine the facts of the case. Gathers, documents, secures, prepares appropriate witnesses, prepares exhibits and/or prepares for court appearances. Compile and submit evidence, legal documents, and statements in connection with litigation/mitigation.
- 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, analyze 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 summation in defense of the accused.
- 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 education and training on requirements of specific laws.

- Complies with continuing requirements to improve effectiveness. Maintain knowledge of current trends and developments in case law, judicial opinions, etc., by reading appropriate books, journals, and other literature and 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.
- 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.

ENTRY QUALIFICATIONS:

- Juris Doctorate from an accredited college or university **AND** licensed to practice law in Georgia **AND** Eight years of management-related legal experience.

AGENCY QUALIFICATIONS:

- Demonstrates mastery of litigation, extensive and significant jury trial experience as the lead counsel in felony cases.
- Solid knowledge and understanding of statutes, court decisions, state and federal laws and regulations, and departmental policy.
- Effectively creates legal defensive or proactive strategies.
- Supervisory experience in a legal setting, including the supervision of licensed attorneys.
- Possesses strong leadership skills, with experience motivating and guiding others toward accomplishing office/department goals.
- Exceptional communication, interpersonal, and administrative skills, a positive attitude, and work style effectively balance multiple priorities in a dynamic, fast-paced, deadline-oriented legal environment.

- Superior problem-solving skills, including defining and deconstructing and external resources and develop and implement actionable solutions.
- Effectively manages own time and that of others with a high level of initiative in accomplishing tasks and meeting deadlines.
- High level of commitment toward work and a high standard of ethical conduct.
- Positive view of one's self and the department.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER