

COMMITTEE FOR PUBLIC COUNSEL SERVICES

Position Posting

The Public Defender Division of the Committee for Public Counsel Services, the Massachusetts public defender agency, is seeking a full-time attorney to serve as Attorney-in-Charge for the Roxbury Defenders Unit of its Roxbury office. Attorneys interested in applying for the position are invited to submit an application.

Description of Office:

The Roxbury Defenders Unit (RDU) is currently staffed by seven attorneys, one investigator, an administrative assistant, and a receptionist who provides support to both RDU and the Youth Advocacy Project. In addition, a Public Defender Division Senior Trial Counsel is based in RDU. The caseload is serious felony, and the office's attorneys appear in Roxbury District Court and Suffolk Superior Court.

Requirements:

The following attributes are required for the position of Attorney-in-Charge:

- eligible to practice law in Massachusetts
- a minimum of seven years experience handling criminal cases, at least four of which were as assigned counsel for indigent persons in criminal cases
- significant Superior Court or equivalent jury trial experience
- administrative and managerial skills and supervisory capability

Duties:

The Attorney-in-Charge must be able to assist staff attorneys in the development of trial strategies, motions practice, and myriad other tasks that trial lawyers must undertake. The Attorney-in-Charge is also expected to ensure that cases are assigned appropriately; attorneys' schedules and caseloads are reasonable; files are properly maintained and scanned at the conclusion of the case; monthly case statistics maintained; ongoing, in-house training is provided to attorneys; information about cases, law and other relevant matters is disseminated to attorneys in a timely manner; and annual performance evaluations are completed in a timely and comprehensive manner. The Attorney-in-Charge is also expected to provide direct representation to his/her own clients in Superior Court jurisdiction cases.

The Attorney-in-Charge is also responsible for the office's non-attorney support staff. The Attorney-in-Charge must be familiar with the Committee's personnel policies, communicate the provisions of those policies to staff, and ensure compliance with the personnel policies. The Attorney-in-Charge must also attend regular meetings with other office heads and the Deputy Chief Counsel to discuss management and policy issues. The Attorney-in-Charge is expected to maintain a professional relationship and leadership role with the assigned private bar in the county.

Salary:

The salary for this position is based on experience, including prior experience as a supervisor or manager.

Application:

Candidates should submit a letter of interest and a résumé. The letter of interest should include a description of the candidate's trial, supervisory, and administrative or management experience, as well as a discussion of his/her priorities and vision for leading the Roxbury Defenders Unit.

Applications should be submitted to Krista Lohr, Committee for Public Counsel Services, 44 Bromfield Street, Suite 200, Boston, MA 02108, by either mail or e-mail to RDUattorneyincharge@publiccounsel.net.

The deadline for submitting an application is **September 15, 2010**, but applications may be accepted until the position is filled.

The Committee for Public Counsel Services is an equal opportunity employer.

The agency actively seeks to diversify its workforce.