

**COMMITTEE FOR PUBLIC COUNSEL SERVICES  
44 Bromfield Street  
Boston, MA 02108**

**Position Posting**

**DISTRICT COURT DIRECTOR  
Boston District and Municipal Court Office**

The Public Defender Division of the Committee for Public Counsel Services, the Massachusetts public defender agency, is seeking to fill the position of Director to lead its Boston District and Municipal Court office. Attorneys interested in applying are invited to submit an application.

**Description of Office:**

The Boston District and Municipal Court office is staffed currently by two supervising attorneys and 12 staff attorneys. The office also has administrative and secretarial support, and access to the services of staff investigators and social services advocates. It is anticipated that the size of the office will grow this fiscal year. The caseload consists of criminal offenses, both misdemeanors and felonies, within the District Court's final jurisdiction. When fully staffed, it is expected that the office will accept assignments from all of the divisions of the Boston Municipal Court except for Dorchester and Roxbury.

**Duties:**

The District Court Director 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 District Court Director 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 that annual performance evaluations are completed in a timely and comprehensive manner. The District Court Director is also expected to provide direct representation to his/her own clients in District Court jurisdiction cases.

The Director is also responsible for the office's non-attorney support staff. The Director 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 Director of the Boston District and Municipal Court office will report to the northeast regional Managing Director and to the Deputy Chief Counsel of the Public Defender Division. The Director is expected to attend regular meetings with other directors to discuss management and policy issues, and to maintain a professional relationship with Suffolk Lawyers for Justice (the bar advocate program for Suffolk County), and the assigned private bar in Suffolk County.

**Requirements:**

The following attributes are required for the position of District Court Director:

- eligible to practice law in Massachusetts
- a minimum of seven years' experience providing criminal defense representation, at least four years of which involved representation of indigent persons
- significant jury trial experience as lead counsel in criminal cases
- a demonstrated commitment to the principle of zealous advocacy in the representation of indigent persons in criminal cases
- strong leadership, interpersonal, and analytical skills
- demonstrated ability to supervise and assist attorneys, particularly inexperienced attorneys, to develop into first-rate public defenders
- strong organizational and administrative ability
- commitment to working with a culturally diverse, low-income population, and to assist clients in a community-oriented capacity to address issues relevant to successful case and life outcomes

**Salary:** The minimum salary for this position is \$80,000.00. Actual salary is based on experience, including prior experience as a supervisor or manager.

**Application:**

Interested candidates should submit: (1) a written statement of interest, and (2) a resume, as separate document attachments to an e-mail directed [bostondistrictcourtdirector@publiccounsel.net](mailto:bostondistrictcourtdirector@publiccounsel.net). The letter of interest must include a description of the candidate's trial, supervisory, and administrative or management experience, and a discussion of his/her priorities and vision for leading the Boston Municipal and District Court office.

Applications must be submitted by January 25, 2012, but 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.

Date of Posting: January 10, 2012