**Class Summary**

The responsibilities of this classification include directing, planning and organizing the operations of the Department of Public Defense in order to advance departmental independence and ensure quality public defense services are delivered in an efficient manner. The incumbent fosters and promotes access to justice and equity in the criminal justice system.

**Distinguishing Characteristics**

This is a single level classification. The incumbent provides strategic direction and leadership to the divisions within the Department of Public Defense and ensures the department follows the Washington State Standards for Indigent Defense Services. The Director of Public Defense is responsible for the providing supervision and guidance to staff; developing and administering the department’s budget; and planning, administering, and evaluating policies, standards, and guidelines for the provision of defense services.

**Examples of Duties**

1. Ensure the department provides effective delivery of public defense services and follows the Washington State Standards for Indigent Defense Services.
2. Develop and execute goals, strategic direction and policies, and short and long term objectives; design and implement advocacy and communication activities that advance public defense priorities. Ensure the American Bar Association Ten Principles for a Public Defense Delivery System guides the development of department standards for legal defense representation.
3. Foster and promote system improvements, access to justice and equity in the criminal justice system.
4. Establish and maintain an assigned counsel panel, which includes attorneys acceptable to the department who are eligible to participate in the defense of persons eligible for services through the department; assigns cases to assigned counsel where conflicts of interest or other special circumstances exist.
5. Direct the preparation and administration of the department’s annual budget. Evaluate and forecast service delivery levels and department expenses for service delivery, contractors, assigned counsel and administration. Advocates for adequate funding.
6. Represent the department and participates at forums in which a defense perspective is required. Resolve politically sensitive issues associated with the department’s strategic goals.
7. Work collaboratively with the public defense advisory board and provide relevant, nonpriviledged information to the board upon its reasonable request.
8. Ensure resources are deployed appropriately and efficiently to maximize outcomes.
9. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of principles, practices and procedures related to the legal profession and the provision of legal representation to defendants accused of criminal acts

Knowledge of administrative and managerial principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees through multiple levels of supervision

Knowledge of county codes and state statutes relating to criminal law and procedures, judicial procedures and rules of evidence

Knowledge of principles of criminal law and of appeal procedures as they relate to the violations of municipal ordinances of state statutes; principles, methods, materials and practices of legal research; the methods and practices of pleading civil and criminal cases and of effective techniques in the presentation of cases in court

Knowledge of the principles of public administration, including: human resources management, fiscal management, and accounting

Ability to establish and maintain cooperative work relationships with members of the legal profession, public officials, and court personnel

Ability to prepare legal research and present statements of fact, argument, and recommendations concerning public defense systems and services

Ability to communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in situations which require a high degree of sensitivity, tact and diplomacy

Ability to establish effective working relationships with management, employees, employee representatives, and the public representing diverse cultures and backgrounds

Ability to work independently and as a team member

Skill in using current office software programs including word processing, spreadsheet, database and email

**Education and Experience Requirements**

Graduation from an American Bar Association accredited law school and seven years experience as an attorney, primarily practicing criminal defense

Or any combination of experience/education/training that provides the required knowledge, skills and abilities to perform the work

**Licensing, Certification and Other Requirements**

Qualified attorney licensed to practice in the State of Washington and an active member in good standing in the Washington State Bar Association

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required.

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| **FLSA Designation** | **Exempt (Executive)** |
| **Service Status** | Appointed  |
| **EEO Code** | 1 |
| **Levels within same series** | None |
| **Class History** | Created 01/2015 |