

JOB DESCRIPTION

TITLE	Litigation Director
GRANT	TBD
GRANT PERIOD	TBD
FLSA	Exempt-Professional
REPORTS TO	Executive Director

BROAD PURPOSE

The Director of Litigation is responsible for overseeing important aspects of the DNA's civil and criminal litigation programs, as described below. The Director of Litigation advises the Managing Attorney's and Executive Director with respect to ongoing litigation and investigations that may lead to litigation.

PRIMARY OBJECTIVES

- As to civil matters, the Director of Litigation is responsible for ensuring that the Division effectively represents DNA in complex and high-profile cases. The Director of Litigation is also charged with developing internal procedures and standards for document discovery, teaching deposition and trial skills, promoting effective teamwork among Department attorneys, and preparing and reviewing court filings. The Director of Litigation must also be capable of undertaking specific and important litigation tasks, which may include brief writing and editing, taking depositions, selecting and preparing expert witnesses, arguing motions, and participating in hearings and trials.
- As to criminal matters, the Director of Litigation is expected to assist the Hopi Public Defender Managing Attorney on an as-needed basis in developing trial strategies, training prosecutors, and keeping Division attorneys current on a wide range of best practices.
- As to both civil and criminal matters, DNA requires that its attorneys adhere to the highest professional and ethical standards and the Director of Litigation must work to ensure compliance with that requirement.
- *Vision and leadership.* Act as a focal point for DNA litigators and as a leader in the human rights litigation field. Nurture a portfolio of ground-breaking, high profile, and impactful cases. Demonstrate what effective strategic litigation looks like and encourage constant innovation.
- *Strategy development.* Work with colleagues to develop and refine thematic strategies that utilize litigation. Provide guidance on the development of project plans for litigation. Oversee the identification and assessment of specific cases, including reviewing the strengths and risks of each proposal.
- *Senior management.* As part of the Senior Management Team, help guide the strategic direction of DNA, and participate in decisions relating to the organizational management of the program.
- *Team management.* Lead and further develop a high-performing team of 21 attorney staff, made up of senior attorneys, managing attorneys, and project staff attorneys.
- *Litigator support.* Provide professional advice and guidance to each of the litigators, to encourage a high quality of strategic litigation.
- *Case management.* Nurture high professional standards to maintain a reputation for excellence in strategic litigation. Ensure the implementation of existing policies and guidance for litigation, revising or developing new standards where appropriate.
- Oversee an effective case management system for multiple cases and deadlines, and maintain high quality case files.
- *Document review.* Maintain our reputation for high quality pleadings by oversight of an assurance system for the legal integrity and persuasiveness of all documents submitted to courts. Undertake final review of all pleadings.
- *Professional responsibility.* Ensure that DNA litigators fulfils all professional and ethical standards.
- *Reporting.* Manage systems for the periodic review of individual cases, and for reporting to senior management and to the Board of Directors on DNA cases.
- Perform other related duties as requested.

QUALIFICATION

- JD from an accredited law school.
- Active State license and in good standing.
- Have significant, wide-range, investigation, litigation and enforcement experience and expertise, including:
 - Excellent communication skills.

- o A minimum of seven years of civil litigation experience; candidates with ten or more years of experience are preferred.
- o While not required, some experience in criminal law matters is preferred.
- o First or second chair responsibility in a minimum of three trials or substantial evidentiary hearings and experience managing large litigation teams.
- o Significant experience taking and defending fact and expert witness depositions.
- o The ability to work effectively and collaboratively as part of a senior management team responsible for the Division's overall civil and criminal enforcement efforts.
- o Strong legal editing, writing and analytical skills.
- o Significant experience working with economists or other expert witnesses.
- o Organizational and management skills that will assist in the development and implementation of procedures and guidelines to facilitate the effective oversight of Division investigations and cases.
- o Significant experience with coaching, training, and mentoring of legal staff.

ACKNOWLEDGMENT

I have received this job description and have determined that it accurately reflects the position and I can perform these duties.

Print Name Signature Date