

**JOB DESCRIPTION**

<b>TITLE</b>	<b>Public Defender Managing Attorney</b>
GRANT	TBD
GRANT PERIOD	TBD
FLSA	Exempt-Professional
REPORTS TO	Senior Arizona Managing Attorney

**BROAD PURPOSE**

Under general supervision of the Hopi Public Defender, performs work of considerable difficulty both in the conduct and supervision of public defense work. Supervisory and management position responsible for directing a comprehensive range of attorney and support personnel who provide legal services to public defender clients.

**PRIMARY OBJECTIVES**

- Serves as litigator of persons assigned in Hopi Court; Trail Preparation, Litigation Support;
- Interviews clients and witnesses;
- Criminal law court experience;
- Prepares or oversees the drafting of briefs, memoranda, pleadings or other legal papers;
- Conducts or directs legal research, writing, and investigation;
- Maintain a case management system, record case notes for each client, communicate with staff, record outcomes and complete proper case documentation.

Supervision duties:

- Assists in the supervision and administration of employees and offices;
- Participates in decisions regarding the hiring, disciplining or the termination of employees under her / his supervision;
- Supervises and evaluates the work of attorneys and support personnel;
- Assists in developing, revising and implementing local procedures for the Hopi Public Defender Office;
- Receives and responds to inquiries from the public concerning the activities of the Hopi Public Defender Office and its employees;
- Receives and responds to complaints from clients and makes decisions on resolution of complaints in consultation with the DNA Executive Director and Senior Managing Attorney;
- Assigns cases to insure an even distribution of the workload;
- Works to resolve court scheduling issues and conflict assignments;
- Recommends appeals of court rulings;
- Interviews, trains, mentors and evaluates assigned employees;
- Maintains liaison with court administration, judges and other managing attorneys;
- Undertakes related additional duties and assignments as required by the Hopi Court;
- Attend staff meetings, legal team meetings, and other program meetings as assigned;
- Keep abreast of changes in the law and participate in identified trainings to further legal knowledge and skills;
- Experience with use of Westlaw;
- Perform other duties as the position requires or as assigned by the Executive Director or the Supervising Attorney.

**QUALIFICATION**

- JD from an accredited law school.
- Active State license and in good standing.
- Five years' experience as a practicing attorney in the area of criminal law.
- Prior administrative experience.

**ACKNOWLEDGMENT**

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

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Print Name Signature Date