

Public Defense Administrator

Posting #12-03

MASON COUNTY EMPLOYMENT OPPORTUNITY

Opening Date: January 31, 2012

Closing Date: March 16, 2012

Department: Office of Public Defense

Monthly Salary: \$6,365 to \$7558

Job Summary

The Public Defense Administrator serves as the focal point for administration and management of the public defender services for the County. Provides resource utilization, ensures legal compliance and quality control, financial management, and negotiation of public defender contracts.

Examples of Duties

Plans, coordinates, and manages public defender services. Ensures that all public defense services and functions are managed and provided in accordance with RCW 10.101, Mason County Ordinances, and Rules of Professional Conduct. Formulates policies and procedures that ensures control of the indigent defense delivery system and meets professional and legal standards. Designs internal operations necessary for the orderly disposition of cases in the public defender system. Initially reviews and screens all charges and determines the appropriate case assignment. Occasionally prepares and defends misdemeanor and felony cases in District Court and Superior Court as needed. Monitors all phases of service delivery of cases referred for indigent representation. Prepares the departmental budget and manages financial and case disposition records to determine costs.

Minimum Requirements

Member in good standing with the Washington State Bar Association, eight years of practice as an attorney with at least three years handling criminal matters at the felony level. Significant trial and jury trial experience and at least three years supervisory experience at a senior management level (preferred). Ability to utilize computer and related software. Possess valid WSDL and auto insurance.

Application & Selection Process

Applicants are required to submit a Mason County Application. The completed application may include additional pages of employment history using the application format, and a resume may be attached. The completed application will be used as the primary document to determine if minimum qualifications are met for this recruitment. Misrepresentation, incomplete, or inaccurate entries may be the cause of application rejection, removal from the employment list, or discharge from county service. Applicants will be screened base upon education and experience, and the top candidates will be scheduled for interviews. Selection factors will include demonstrated knowledge and abilities for the particular position. **Only applicants selected for interview will receive notice of final selection decision.** Please read the reverse side for additional information. *This selection process may be subject to change.*

Submit Applications to:

Mason County Human Resource Department

411 North Fifth Street, Shelton, WA 98584 (360) 427-9670 Ext 268

Equal Opportunity - Affirmative Action Employer

Drug-free Work Environment

Please publish the following help wanted advertisement in your newspaper on the dates indicated and **in the format shown**. If you have any questions, please call Bonnie at (360) 427-9670 Ext 268.

Publication:

Mason County Journal Thursday February 2 & 9, 2012
WA State Bar Assoc Web Site Enter as soon as possible and end on 3/16/12

Billing Address:

Mason County
Office of Public Defense
411 N Fifth St
Shelton, WA 98584

Public Defense Administrator for Mason County, Office of Public Defense. \$6,365 to \$7,558/mo. Serves as the focal point for the administration and management of the public defender services. Minimum Requirements: member in good standing with the WA State Bar Association, eight years of practice as an attorney with at least three years handling criminal matters at the felony level. Significant trial and jury trial experience and at least three years supervisory experience at a senior management level (preferred). Ability to utilize computer and related software. Possess valid WSDL and auto insurance. Applications available at www.co.mason.wa.us/humanresources, or 411 N Fifth St, Shelton. Closes 3/16/12.

