

# **INDIGENT DEFENSE COORDINATOR**

## **JOB PURPOSE AND SUMMARY**

The Indigent Defense Coordinator (IDC) is responsible for the daily administrative coordination activities of the county's Indigent Defense Program. These duties include following a fair and objective process for assigning contracted attorneys responsible for providing legal defense services to people eligible for the indigent defense program. The IDC does not review contractor legal cases, provide legal advice or provide any direct legal services. This position is responsible, in coordination with representatives from the Business Unit, for contracting with a sufficient number of qualified professionals to provide services for the County's indigent defense program. The IDC will assist in developing contracts' scope of work, gathering data for reporting purposes, monitoring contracts to ensure contractors are meeting contract requirements, providing information to assist in developing the budget and working closely with the Business Unit and Indigent Defense Manager to monitor monthly spending. The IDC will follow policy and procedures for approval of any ancillary non-legal expenses requested by contractors. The IDC reports to the Indigent Defense Manager.

The IDC is part of an administrative team which works to assure a process is in place so that people determined indigent receive mandated legal representation i.e., criminal cases, representation of children in at-risk and abuse and neglect matters, guardianship, and involuntary commitment proceedings in Superior Court, Juvenile Court and District Court cases, as well as those determined to be "near indigent" in District Court criminal cases.

## **KEY OR TYPICAL TASKS AND RESPONSIBILITIES:**

- Manage the department's day-to-day obligation to provide quality, contracted counsel to those determined to be eligible for representation.
- Monitor contractors' performance to ensure meeting contract requirements.
- Monitor county compliance with relevant federal and state constitutional provisions and state statutes (e.g. RCW 10.101.030).
- Participate and directly engage in training, planning and work to create and execute a diversity, equity and inclusion plan for the department and program.
- Plan, organize and manage the program, services and activities assigned; develop and implement new elements of the Indigent Defense Program.
- Define or assist in defining program goals and objectives; establish methods and means of accomplishing program objectives; implement policies and procedures; develop or assist in developing a program budget.

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- Prepare reports on program performance, needs, services information, and demographic data; contribute to and insure the evaluation of program performance.
- Participate in community outreach efforts and activities as a community partner/agent of the department as applicable.
- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures.
- Assist the Indigent Defense Manager to work with the State Office of Public Defense to ensure ongoing State funding for the IDC, and to ensure consistency between County and State objectives.
- Receive and work to resolve client complaints regarding contractor complaints consistent with department policy and procedures. Develop and maintain a database to document complaints.
- Assist the Business Unit to draft contract provisions which are up-to-date and in compliance with Supreme Court and other standards or requirements.
- Recommend fair and objective process for assigning contracted attorneys to cases.
- Review applications for contracts, conduct interviews and reference checks, and recommend contract awards as assigned.
- Recommend contract amendments and recommend terminations or modifications of contracts based on contractors failing to meet contract requirements.
- Review and act on contracted indigent defense attorney requests for non-attorney services in compliance with court rules and delegated judicial authority, consistent with department financial policies and procedures.
- Recommend, draft and administer policies and procedures.
- Develop, collect data and prepare reports on program performance, needs, and services.
- Assist in budget development and determining contractor payments.
- Continually monitor and evaluate contractor workloads and take action to ensure compliance with Washington Supreme Court qualification and caseload standards.
- Work with representatives of the Superior, Juvenile and District Courts, the Prosecuting Attorney's office, the Sheriff's office/jail, as well as contracted Indigent Defense Program attorneys and non-attorneys, to improve service delivery for the local justice systems.
- Develop and implement interagency and MOU agreements as requested.

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- Assist with the coordination of the “Near Indigent Program” (attorney referral service) for District Court criminal cases as required.
- Serve on department and County committees as assigned.
- Supervises and directs the work of administrative staff supporting the Indigent Defense department.
- Other duties and responsibilities as assigned.

**QUALIFICATIONS**

**Minimum Education and Experience:**

- Bachelor’s degree; and/or a combination of experience and specialized training within the assigned area. Law degree preferred.
- A minimum of 5 years of experience with the indigent defense system and its varied types of cases in which legal defense is mandated.
- Program and project management, contracting and budget experience is preferred.
- Any combination of experience and training that would likely provide the required knowledge will be considered.

**Knowledge of:** National, state and county Indigent Defense Standards and Performance Guidelines; constitutional, statutory, court rule and case law provisions relating to indigent defense, criminal law, relevant civil law, and contracting; judicial procedure and rules of evidence; methods of legal research; pertinent Federal, State, and local laws, codes, and regulations; methods of monitoring and evaluating effectiveness of services; organizational and management practices as applied to the development of goals, objectives, policies and procedures; modern and complex principles and practices of business and office management; principles and methods of effective contracting, supervision, performance evaluation, personnel management, and case management; effective legal training methods and techniques; conflict or complaint resolution; principles and practices of budget preparation, expenditure monitoring, and workload and financial forecasting; and effective methods of communicating to a broad spectrum of others.

**Ability to:** provide administrative and professional leadership and direction for the Indigent Defense Program; recommend and implement goals, objectives, policies and practices for providing effective and efficient services; meet and deal tactfully and effectively with others within the justice systems, providers, clients and the public; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work including county and other government officials, service providers and clients, community groups, and the general public; ability to create a stimulating work environment which places indigent defense in high value; analyze, appraise, organize and present facts, evidence and precedents in a clear and logical manner; interpret and apply legal principles and procedures, as well as legislation; and the ability to train/facilitate attorneys/legal staff regarding the Indigent Defense Program's requirements, policies, procedures, and expectations.

Effectively plan, direct, and delegate program components; assign, supervise and evaluate the work of subordinates; delegate responsibility and authority to carry out policy directives of the governing authority in an effective and timely manner; write clear and concise reports, memoranda, and letters; analyze problems, identify alternative solutions, project consequences of proposed actions, and formulate recommendations; utilize various PC applications at an advanced level; interpret and explain policies, procedures, laws, and regulations; establish and maintain effective working relationships with the public, other governmental jurisdictions, contractors, and other County staff.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Work is typically performed in an office setting, but work also may include field work, travel and attendance at meetings, trainings/seminars and public events outside the office or county and evening meetings. As a result, a valid driver's license is required.

Work involves management of multiple priorities and deadlines. Work generally involves a high activity level and pace, competing time demands, and interaction with dissatisfied or angry customers.

Essential tasks include reading and review of varied documents; legal research and document drafting; effective interaction with professionals, customers, and the public; use of various equipment associated with training, communications equipment, personal computer software including Excel, telephone, copiers, scanners, printers, and other applicable office equipment. In addition to sitting, some walking, standing, bending and carrying of light items is required. May be required to drive a vehicle to off-site training facilities, seminars and/or classes, to various vendors, etc. for training supplies/equipment, and to conferences and meetings.