

25th JUDICIAL DISTRICT PUBLIC DEFENDER'S OFFICE JOB DESCRIPTION:

STAFF ATTORNEY

The Public Defender's Office for Louisiana's 25th Judicial District seeks a staff attorney to represent indigent clients in criminal and juvenile proceedings in Plaquemines Parish. Staff attorneys advocate zealously for clients at all stages of proceedings, from appointment to disposition, and beyond. Strong candidates will have a deep commitment to the defense of indigent clients; excellent communication and problem-solving skills; strong analytical ability; and a tireless work ethic.

Responsibilities:

The primary responsibility of a staff attorney at the 25th PDO is to provide high-quality, zealous, client-centered legal representation for clients at all stages of criminal and juvenile court proceedings.

More specifically, a staff attorney's responsibilities include:

- *Zealous, Client-Centered Representation*
 - o Advocate zealously for the expressed interests of clients; and
 - o Build strong relationships of trust with clients, visiting and communicating with clients regularly, keeping clients informed of case developments, consulting with clients on questions of strategy, and counseling clients fully to allow them to make informed decisions about their cases.
- *Case Litigation*
 - o Represent adult clients at every stage of criminal proceedings in both felony and misdemeanor matters. Represent youths in all stages of delinquency and FINS proceedings;
 - o Develop comprehensive case strategies, planning carefully and preparing thoroughly for court appearance;
 - o Direct and conduct thorough fact investigation in every case;
 - o Litigate legal and factual issues alike with skill and tenacity, maintaining a robust motions practice, seeking relief from appellate courts and taking advantage of expert assistance wherever appropriate; and

- o Negotiate with prosecutors and advocate with judges for favorable pleas and dispositions. Thoroughly prepare for and conduct bench and jury trials when appropriate.

- *Administrative*

- o Prioritize responsibilities and use resources effectively and efficiently; and
- o Carefully keep electronic and paper records, case files, calendars, activity logs, case lists, and timesheets, and perform other administrative tasks as directed.

The Staff Attorney will report to the District Defender

Required Qualifications

- Deep and demonstrated commitment to the defense of indigent clients;
- Experience working with indigent and underserved populations;
- Excellent interpersonal and communication skills, including the ability to write persuasively and clearly and the ability to communicate effectively with diverse populations;
- Demonstrated ability both to collaborate closely with colleagues and also to work independently when necessary;
- Creativity and flexibility in solving problems and meeting challenges;
- Strong work ethic; and
- Current good standing to practice law in Louisiana.

Preferred Qualifications

- Experience as a public defender; and
- Knowledge of substantive and procedural criminal law and trial practice skills.

The Position is full time, no outside compensated work is permitted.

Salary and Compensation

The position offers a competitive public defender salary, commensurate with experience.

How to Apply

Applicants must submit: (1) a cover letter; (2) a resume or C.V., including an e-mail address and daytime and evening telephone numbers; (3) a writing sample; and (4) a list of three professional references, including the name, address, telephone number and, if available, e-mail address of each.

Applications should be sent to:

Matthew Robnett
District Defender
208 Ave. G
Belle Chasse, LA
(504) 297-5237
mrobbett@25thpdo.com

Emailed applications are preferred. Please do not call with inquiries.