

THE
PUBLIC
DEFENDER
SERVICE

for the District of Columbia



Avis E. Buchanan
Director

BOARD OF TRUSTEES

Cynthia E. Jones
Chairperson
W. Gary Kohlman
Vice Chairperson
John Chamble
David W. DeBruin
Christopher Fay
Michele V. Hagans
Mark MacDougall
Shane Salter
Grace E. Speights
Julie Stewart

633 Indiana Avenue NW
Washington, DC 20004
Tel (202) 628-1200
(800) 341-2582
TTY (202) 824-2531
Fax (202) 824-2784
www.pdsdc.org

VACANCY ANNOUNCEMENT

Deputy Director of the Public Defender Service for the District of Columbia

Opening Date: December 16, 2011

Closing Date: February 6, 2012

Salary: The salary for this position is \$155,400 and is commensurate with the salary paid for positions with similar responsibilities at the Office of the United States Attorney for the District of Columbia.

Pursuant to D.C. Code § 2-1604, the Board of Trustees for the Public Defender Service for the District of Columbia (PDS Board) is charged with hiring the deputy director of PDS. As discussed more fully below, the deputy director will work under the supervision of the PDS director and assist in the overall management and administration of the legal departments and administrative functions of the agency, including implementation of policies and procedures to advance the mission of the agency. The deputy director is a very prominent position in the District of Columbia, and strong preference will be given to applicants with strong professional ties to the District of Columbia criminal justice system and a demonstrated commitment to indigent defense representation.

PDS Background: The mission of the Public Defender Service for the District of Columbia (PDS) is to “provide and promote quality legal representation to indigent adults and children facing a loss of liberty in the District of Columbia and thereby protect society’s interest in the fair administration of justice.” PDS is an independent, federally-funded government agency governed by an eleven (11) member Board of Trustees. PDS has an annual operating budget of \$37 million and more than 200 employees, including 100 lawyers. Each year, PDS attracts the best and brightest lawyers and law students who compete for the opportunity to join the ranks of the well-trained, zealous and committed “Champions of Liberty.”

The Public Defender Service is widely regarded as the best public defender office in the country. PDS’s well-earned national reputation for excellence is largely due to the long-standing institutional commitment to providing quality training. New PDS attorneys must complete a rigorous, ten-week training program before they begin representing clients. Thereafter, lawyers receive regular training, mentoring and one-on-one case supervision throughout their tenure with PDS. Beyond training PDS attorneys, the agency provides extensive training to the court-appointed defense attorneys from the private bar. PDS hosts the Criminal Practice Institute, an annual training academy for the criminal defense bar, and publishes the two-volume *Criminal Practice*

Manual, the most comprehensive resource on the practice of criminal law in the District of Columbia. In addition, the investigative division of PDS provides a comprehensive training and screening program for the court-appointed criminal defense investigators. Nearly a decade ago, PDS established a Forensic Practice Group to develop the expertise to challenge DNA and other forensic science evidence. In addition to assisting PDS lawyers with cases involving forensic science evidence, PDS sponsors a nationally recognized forensic science conference each year to educate the local and national defense bar on the myriad of forensic science issues that are now commonplace in criminal defense litigation. Beyond these training programs, there is a PDS lawyer on duty each business day to provide one-on-one assistance to court-appointed lawyers and members of the public on criminal defense matters.

Indigent defense representation in the District of Columbia is divided between private, court-appointed lawyers and PDS. Due to its superior institutional resources, PDS is generally assigned to handle the majority of the more complex criminal cases. Annually, PDS represents more than 10,000 indigent clients each year who face a loss of liberty in the District of Columbia courts. The largest division is the trial division, with 60 lawyers handling juvenile delinquency and criminal cases. A PDS lawyer is generally appointed to represent a client prior to the initial court appearance and, once appointed, that lawyer will continue to handle the case until it is resolved. PDS takes great pride in this “vertical representation” model. PDS also has a full complement of lawyers handling post-conviction matters in the appellate and parole divisions, and a team of attorneys in the mental health division who provide representation to people facing involuntary civil commitment and post-commitment reviews in cases involving people found not guilty by reason of insanity. The attorneys assigned to the special litigation division focus primarily on litigation designed to reform systemic practices that compromise the fairness of the criminal adjudication process. The work of each of these divisions is supported by an invaluable network of services, including: (1) a civil legal services unit that assists PDS clients with a wide range of collateral legal matters, including immigration, special education advocacy, civil forfeiture and child support; (2) a full-time staff of professionally-trained investigators and a nationally recognized student intern-investigator program; (3) a rehabilitation and development office comprised of seasoned, masters-level social workers and drug treatment specialists; (4) a full-time translator, fluent in Spanish, French, and Portuguese; (5) a forensic scientist; and (6) a community defender office that oversees community re-entry initiatives and other services to institutionalized clients.

For more information on all of the programs, publications and services offered by PDS, please visit the web site at www.pdsdc.org.

Deputy Director Duties: The PDS director, deputy director and general counsel serve as the core executive managers of the office. They are tasked with performing a wide range of functions to ensure that PDS is adequately staffed and equipped with the resources needed to fulfill its mission. Specifically, they engage in strategic planning, develop and implement management policies, perform a full range of duties in connection with the federal appropriations process, and produce the PDS annual report. In addition, the director and the deputy director supervise the division chiefs in each of the legal divisions--Trial, Appellate, Parole, Special Litigation, Mental Health, and Civil Legal Services. The deputy director and the director also manage the work of each of PDS’s direct services support units, as well as the work of the senior administrators who

oversee administrative support, human resources, information technology and finance. As needed, the deputy director is tasked with providing training and direct supervision of staff attorneys, representing PDS on various inter-agency committees within the District of Columbia criminal justice system and performing other duties as assigned.

Qualifications: Qualified applicants will have a strong, solid background in indigent defense representation or public interest law; a law degree from an accredited law school; a license to practice law in the District of Columbia (or eligibility for admission); substantial relevant legal experience, preferably criminal defense experience; substantial management, supervisory or administrative experience; excellent writing and oral communication skills; and a demonstrated commitment to indigent defense representation. While very little travel is required, the deputy director is required to work flexible night and weekend hours when needed and must be able to handle the myriad of emergencies that occur in a busy, urban criminal justice system.

Quality Ranking Factors: To better determine the qualifications of each applicant to perform the tasks required of the deputy director, the PDS Board has identified a set of five critical skills, or “quality ranking factors,” for the position. Each applicant must write a short essay for each of the five quality ranking factors. Each essay should be very specific and very concise (2 pages or less) and should discuss any and all training, skills and professional experiences relevant to the quality ranking factors. These essays are an essential component of the application process and will be used by the PDS Board to distinguish the best-qualified candidates for the position. While one or more essays may require applicants to repeat information, applicants must provide a complete answer in each essay for each quality ranking factor. The five quality ranking factors are:

1. Management and Supervisory Skills: discuss any and all management, administrative and/or supervisory experience, particularly in a large organization or criminal justice agency, and include any training or experience regarding the laws, policies and regulations pertaining to government employees and the federal budgetary/appropriations process
2. Litigation Experience: discuss any criminal defense litigation experience (including juvenile, trial, appellate, and post-conviction work), especially in the District of Columbia criminal justice system
3. Lawyering Skills: beyond handling individual cases, discuss the extent to which you have engaged in oral advocacy and professional writing (including settlement negotiations, policy reform, drafting professional practice standards, administrative advocacy, legislative testimony, written publications, legal scholarship, or other professional writing)
4. Subject Matter Expertise: discuss specific work experience or training related to immigration, post-conviction litigation, forensic science, criminal investigation, mental health treatment, and legal ethics

5. Indigent Defense Commitment: discuss your professional commitment to quality, zealous legal representation to indigent people facing a loss of liberty.

Application Procedures

Applicants must submit: (1) a cover letter addressed to Cynthia E. Jones, Chair, Board of Trustees for the District of Columbia Public Defender Service; (2) a current resume or CV, including an email address and daytime and evening telephone numbers; (3) the essay responses to the five quality ranking factors; (4) a certificate of good standing from the District of Columbia bar or comparable written documentation from the bar in the jurisdiction where you are admitted to practice; and (5) a list of five professional references, including the name, address, telephone number and email address of each reference and a very short (1-2 sentence) statement of how each reference is familiar with your skills and qualifications.

All applications must be submitted electronically by close of business (5:00 PM EST) on February 6, 2012, addressed to Prof. Cynthia E. Jones at cejones@wcl.american.edu. To ensure proper receipt and timely processing of applications, applicants should put "PDS Deputy Director" in the subject line of the email, and each of the required application documents (i.e., cover letter, resume/CV, essays on quality ranking factors, bar certification letter and list of references) must be converted to PDF format and submitted as attachments to the email. Receipt of each application will be acknowledged by email. No application materials received by mail or via hand-delivery will be considered, and applicants should not submit any additional materials with their applications. Please note that no letters of recommendation should be sent as part of the initial application process.

The PDS Board will review all completed applications and select the most qualified candidates for interviews. Final selection will be made following an in-person interview in the District of Columbia with the full PDS Board.

If you have questions about the applications process or the responsibilities of the deputy director, you should write to Prof. Cynthia E. Jones at cejones@wcl.american.edu.

This announcement and any future updates on the application process will be posted on PDS's web site at <http://www.pdsdc.org/Employment/JobOpportunities.aspx>.

Applications from minority group members and women are encouraged.
Equal Opportunity Employer