

INDIGENT DEFENSE COORDINATOR

JOB DESCRIPTION

- a) Appoints all Court Appointed Counsel as the designee of the judge or judges, to include interview of defendants to assist with paperwork in obtaining court appointed counsel.
- b) Reports directly to the Senior District Coordinator.
- c) Maintains the rotation default system on assigned counsel (attorney wheel) and monitors the frequency and reasons for any exception for off list appointments.
- d) Review jail lists daily for new appointment and weekly to ensure all pending cases have a court date and attorney.
- e) Manages a graduated list of court appointed attorneys for judges and receives applications for advancements or adjustments as higher qualifications are met by attorneys.
- f) Monitors appointment list and attorneys' completion of continuing legal education (CLE) to meet minimum requirements of local plan and Commission rules.
- g) Reviews invoices submitted by attorneys and compare to appointment schedule prior to judicial approval.
- h) Trains law enforcement, magistrates, local bar and other stakeholders on indigent defense plans adopted by courts.
- i) Develops procedures to track attorney contact with client, which includes tracking, investigating and reporting allegation of attorneys not meeting with their clients within statutory or plan requirements.
- j) Attend and assist in district court dockets, to include on site appointment of attorneys, assist with reset notices, and assist in coordinating in custody defendants to attend court dockets.
- k) Assist with any administrative duties as requested or required by judges.
- l) Other indigent defense duties as assigned.
- m) Minimal travel to Real County for court dockets.

Grant funded position through 8/31/23.

Must have good communication skills to include familiarity with Word and Excel Programs.

High School Diploma required.

Associate or Bachelor Degree preferred, or commensurate experience.

Salary \$30K and benefits.