

**CALHOUN COUNTY**

**JOB TITLE:**  MANAGING ATTORNEY

DISTRICT COURT DIVISION

**REPORTS TO:** DEPUTY PUBLIC DEFENDER

**STATUS:**  EXEMPT

**JOB SUMMARY:**

Under the general direction of the Deputy Public Defender, is responsible for assisting with the development, implementation, oversight, and direction of the Calhoun County Public Defender Office. Provides indigent defense services through an active caseload. In conjunction with the Public Defender and Deputy Public Defender, provides direct supervision for office staff, attorneys, and contractors with the District Court Division.

**PRIMARY DUTIES & RESPONSIBILITIES:**

1. Acts as managing attorney for other attorneys and staff members in the District Court Division. Performs personnel management functions for recruitment, job assignments, scheduling work and time off, evaluating performance, administering policies and/or procedures, professional development, and the handling of disciplinary matters.
2. Monitors caseloads and assigns cases to employee attorneys and contract attorneys who take assignments in District Court.
3. Participates in various training and educational programs. In collaboration with the Public Defender and Deputy Public Defender, oversees training and practice standards for the District Court Group.
4. Is responsible for monitoring compliance with MIDC grant funding requirements, data collection and standards.
5. Serves with the Public Defender and Deputy Public Defender as a member of the department’s management team.
6. Provides indigent defense services through an active but reduced caseload. This may include misdemeanor or felony cases.
7. Is responsible for the ongoing development and implementation of a structured new attorney onboarding and training program.
8. Cultivates the highest standards for professionalism and ethical conduct within the District Court Division.
9. Develops and oversees an individualized professional and career development plan for attorneys in the District Court Division.
10. Coordinates mentoring and 2nd chair opportunities with experienced attorneys handling felony cases.

1. Works closely with the Arraignment Coordinator on matters involving the assignment, scheduling, and coordination of work for attorneys.
2. In collaboration with the Public Defender and Deputy Public Defender, is responsible for the ongoing development, implementation and oversight of structured legal internship, externship, and fellowship programs.
3. Provides support to other attorneys and staff in gathering and analyzing case evidence, preparing arguments, and presenting cases in court. Assigns cases to attorneys, reviews progress, and provides technical assistance and guidance as needed.
4. May serve as a department liaison with law enforcement agencies, courts, private attorneys, and social agencies.
5. Supports, coordinates with, and supervises the Arraignment Coordinator who directs the department’s arraignment and personal protection order responsibilities.
6. Monitors legal developments, including case law, rules of evidence, court rules and relevant legislation which may impact the work of the department. Ensures that staff receives ongoing training and legal updates. Attends meetings, seminars, and conferences.
7. Ensures compliance with all County and office policies and procedures.
8. Speaks before groups regarding the criminal justice system and the constitutionally mandated role of the defense. May serve on committees and boards of public or non-profit organizations related to indigent defense.

1. May serve in a back-up capacity for the Deputy Public Defender or Public Defender in his/her absence.
2. Performs other duties as assigned.

**JOB QUALIFICATIONS:**

1. A Juris Doctorate from an accredited law school is required, along with membership in good standing with the State Bar Association of Michigan and authority to practice law in the State of Michigan.
2. At least five years of progressively more responsible legal experience in the practice of law, preferably in criminal defense at the trial court level. Significant experience with personnel management and project management is required.
3. Leadership and management skills necessary to develop and maintain a positive, supportive, and professional working environment. Must have a strong commitment to continually grow and develop in these areas.
4. Computer skills necessary to effectively utilize Judicial Information Services, case management, online legal research, word processing, database, spreadsheet and presentation software applications for the creation and compilation of various documents, communications, and reports.
5. Demonstrated ability to take initiative, problem solve and execute projects.
6. Possess a valid Michigan vehicle operator’s license.
7. Excellent oral and written communication skills.
8. Ability to simultaneously handle multiple projects requiring concentration and attention to detail with frequent disruptions. Ability to manage pressures related to deadlines, fulfilling scheduling requirements, and responding to concerns of clients, citizens, employees, and administration officials.
9. Professionalism and discretion in dealing with confidential information and sensitive situations is an absolute necessity.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Physical ability to occasionally lift, push, pull, or carry items weighing up to ten pounds.
2. Physical ability to talk, hear, and communicate verbally with others. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.
3. Occasionally required to perform tasks involving repetitive movement, bending, stooping, kneeling and/or climbing.
4. Frequently required to sit for extended periods of time.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

1. Normal office environment with possible discomfort due to heat, cold, dust or noise.
2. Extended workdays (beyond 8 hours/day or Saturday/Sunday) are occasionally required.
3. Availability to handle work problems, attend meetings, handle emergencies/crisis situations is occasionally required.
4. Occasional travel between County locations is required. Occasional travel is also required to provide County representation in the local community and/or attendance at conferences/seminars.

*This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.*

(Revised September 2023)