

Primary Location : United States of America-OHIO-Trumbull County-Warren

Organization : Public Defender Commission

Classified Indicator : Unclassified

Bargaining Unit / Exempt : Exempt

Schedule : Full-time

Compensation : \$74,339 - \$106,142 annually

Unposting Date : May 12, 2024, 11:59:00 PM

Primary Job Skill : Attorney/Legal

Technical Skills : Attorney/Legal

Professional Skills : Active Learning, Collaboration, Customer Focus

Agency Contact Name : Christina Black

Agency Contact Information : Christina.Black@opd.ohio.gov

Supervising Assistant Public Defender - Trumbull County Office

(2400049R)

Job Duties

About Us:

The Office of the Ohio Public Defender (OPD) is the state agency responsible for providing legal representation and other services to people accused or convicted of a crime who cannot afford to hire an attorney.

Our Mission: Advocating. Fighting. Helping.

Our Vision: A Fair Justice System.

Our Values: Compassion. Dignity. Equity. Integrity. Service. Community.

Our Commitment to Diversity, Equity and Inclusion: Our commitment to inclusion is inseparable from our commitment to a fair justice system. We strive to ensure inclusive spaces and services for our staff, our clients, and Ohio's diverse communities. We are committed to building a work environment where all our team members have a voice and can embrace our differences to innovate service to the public. We can best meet our public defense mission through a diverse workforce and an inclusive workplace, where employees thrive, our mission is accomplished, and Ohioans are served. #TeamOPD is grounded in diversity, equity, inclusion as we work together to pursue fairness and justice for all people.

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About the Position and What You'll Do:

You will supervise Assistant Public Defenders, maintain a complex caseload, and serve as a mission-driven member of the Trumbull County Supervisor team reporting to the Trumbull County Office Director. The Trumbull County Office provides criminal defense representation to clients who cannot otherwise afford an attorney in the courts in Trumbull County. You will directly supervise Assistant Public Defenders (APDs) serving in the various Trumbull County Courts, and you will maintain a complex caseload as lead attorney or co-counsel representing indigent trial-level clients. You will also work with your team to build and maintain productive working relationships with judicial and court staff and the central OPD office.

To be successful in this position, you would benefit from strong leadership abilities, excellent communication skills, a familiarity with applicable court staff and local procedure, experience in the teaching and mentoring attorneys, and a strong legal acumen.

This position is an in-office/in-court position. The office is open to the public 8 a.m. to 4 p.m. Monday through Friday, with standard attorney schedule hours between 7:30 a.m. and 5:30 p.m.

Essential duties of this position include but not limited to:

- Directly supervises attorneys practicing in the criminal courts of Trumbull County.
- Coaches and develops staff (holds team meetings and one-on-one meetings; sets meaningful goals and provides support; completes timely performance evaluations).
- As a member of the office leadership team: assists in the formation of office and agency policy; attends meetings as assigned; may be required to work on specific projects as assigned; may instruct and assist outside counsel in fields of expertise; may be temporarily assigned to perform duties of a Managing Assistant Public Defender at the direction of the State Public Defender.
- Represents indigent criminal defendants as co-counsel or lead-counsel at the trial level.

- Conducts legal research, prepares briefs, memoranda, motions, and pleadings
- Corresponds and meets with clients to explain legal strategies.
- Corresponds with clients regarding their legal issues & incarceration.
- Recommends candidates for hire (e.g., screens and interviews applicants for vacant positions).
- Performs other necessary related legal and administrative work as directed by Managing Assistant Public Defender of the Trumbull County Office, Assistant Director or State Public Defender.

The Supervising Assistant Public Defender position is assigned to the State of Ohio's E1 Pay Schedule, Pay Range 14. Unless required by legislation or union contract, starting salary will be the minimum salary of that pay range (step 1, currently \$35.74 per hour) associated with this position. These ranges provide a standardized pathway for pay increases: with continued employment, new hires move to the next step in the range after 6 months and annually thereafter. The State of Ohio typically has Cost of Living Adjustments that increase wages in these ranges each fiscal year. In the event a candidate demonstrates exceptional qualifications above minimum, they may qualify for a starting salary above step 1.

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Hourly	\$35.74	\$37.78	\$39.81	\$41.97	\$44.34	\$46.81	\$48.75	\$51.03
Annual	\$74,339	\$78,582	\$82,804	\$87,297	\$92,227	\$97,364	\$101,400	\$106,142

The Office of the Ohio Public Defender complies with federal and state disability laws and makes reasonable accommodations for applicants and employees with disabilities. If reasonable accommodation is needed to participate in the job application or interview process, please contact Tamra Meister, ADA Coordinator, at 614-466-5394 or HCM@opd.ohio.gov.

PLEASE NOTE: A WRITING SAMPLE AND COVER LETTER MUST BE SUBMITTED WITH THIS APPLICATION. Your application will not be considered without a writing sample and cover letter.

What's in it for you:

At the State of Ohio, we take care of the team that cares for Ohioans. We provide a variety of quality, competitive benefits to eligible full-time and part-time employees. For a list of all the State of Ohio Benefits, visit our [Total Rewards website!](#) Our benefits package includes:

Medical Coverage

- Quality, affordable, and competitive medical benefits are offered beginning the first day of the month following your start date. You have three options to choose from.

Dental, Vision and Basic Life Insurance

- Dental, vision, and basic life insurance premiums are free and coverage is offered beginning the first day of the month following your start date.

Time Away From Work and Work/Life Balance

- Paid time off, including vacation, personal, and sick leave
- 11 paid holidays per year
- Childbirth/Adoption leave

Employee Development Funds

- The State of Ohio offers a variety of educational and professional development funding that varies based on whether you are a union-exempt employee or a union-represented employee.

Ohio Public Employees Retirement System

- OPERS is the retirement system for State of Ohio employees. The employee contributes 10% of their salary towards their retirement. The employer contributes an amount equal to 14% of the employee's salary. Visit the [OPERS website](#) for more information.

Deferred Compensation

- The Ohio Deferred Compensation program is a 457(b) voluntary retirement savings plan. Visit the [Ohio Deferred Compensation website](#) for more information.

Qualifications

The following are the minimum qualifications for this position:

Admission to Ohio Bar pursuant to Section 4705.01; 3 yrs. exp. as licensed attorney practicing criminal law; 6 mos. exp. in employee training & development.

Note: Prior to representing a client in federal court or U.S. Supreme court, attorney shall obtain admission to practice law in that court; prior to appointment as appellate counsel for an indigent defendant in a capital case pursuant to Appt.Coun.R. 5.02 & 5.03, an attorney shall obtain certification from the Commission on Appointment of Counsel in Capital Cases.

Note: Eligibility to practice under a Certificate to Practice Law Pending Admission in Ohio, under Rule I, Section 19 of the Supreme Court Rules for the Government of the Bar of Ohio, or eligibility to practice under a Temporary Certification for Practice in Legal services, Public Defender, and Law School Programs under Rule IX of the Supreme Court Rules for the Government of the Bar of Ohio, may be accepted in lieu of admission to the Ohio Bar pursuant to R.C. Section 4705.02.

Job Skills: Attorney/Legal, Active Learning, Collaboration, Customer Focus

ADA Statement

Ohio is a Disability Inclusion State and strives to be a model employer of individuals with disabilities. The State of Ohio is committed to providing access and inclusion and reasonable accommodation in its services, activities, programs and employment opportunities in accordance with the Americans with Disabilities Act (ADA) and other applicable laws.

Drug-Free Workplace

The State of Ohio is a drug-free workplace which prohibits the use of marijuana (recreational marijuana/non-medical cannabis). Please note, this position may be subject to additional restrictions pursuant to the State of Ohio Drug-Free Workplace Policy (HR-39), and as outlined in the posting.

Knowledge of criminal law; judicial system & process in Ohio; supervisory principles/techniques; employee training & development; human relations; policies & procedures of Office of the Ohio Public Defender*; legal counseling; interviewing; public relations. Ability to: deal with many variables & determine specific action; calculate fractions, decimals & percentages; prepare & review pleadings, briefs, motions & memoranda; gather, collate & classify information about data, people or things; handle complex legal issues, some without clear legal precedents, involving significant risks & mental strain; ability to maintain attention to detail & professional composure under intense pressure & volatile circumstances; establish good rapport with clients & their families &/or work cooperatively with county public defenders & members of private bar; prepare & deliver training seminars for legal professionals; draft policies & legislation in area of criminal law; handle sensitive contacts with county public defenders, members of private bar, & representative of state, local & federal governments regarding criminal law & representation of indigent criminal defendants; prepare & deliver public speeches; draft qualifications & standards of conduct for county public defender & appointed counsel systems.

(*) Developed after employment.

This position serves at the pleasure and discretion of the State Public Defender. This position serves in a fiduciary relationship to the State Public Defender and will have an unclassified status per Ohio Revised Code 124.11 (A) (9).

Intentional omission of relevant information, falsification, or misrepresentation of information on the application will disqualify the applicant. In addition, such intentional acts are grounds for immediate termination of an employee.

Background Check Information

The final candidate tentatively selected for this position will be required to undergo a criminal background check. Criminal convictions do not necessarily preclude an applicant from consideration for a position. An individual assessment of an applicant's prior criminal convictions will be made before excluding an applicant from consideration.

All final applicants tentatively selected for this position will be required to submit to urinalysis to test for illegal drug use prior to appointment. An applicant with a positive test shall not be offered employment.