

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

INDIGENT DEFENSE COORDINATOR MANAGER

JOB DESCRIPTION

Employees in this job function as professional managers, directing the work of Indigent Defense Coordinators who promote effective indigent defense delivery systems and ensure best practices and compliance with the Michigan Indigent Defense Commission standards. The work requires knowledge of the fundamental principles and subjects of law and the state and federal legal systems, and supervisory techniques, personnel policies, and procedures.

There is one classification in this job.

Position Code Title - Indigent Defense Coord Mgr-1

Indigent Defense Coordinator Manager 18

The employee functions as the first-line manager of Indigent Defense Coordinators.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Schedules work assignments, establishes priorities, and directs the work of subordinate employees.

Selects and assigns staff, ensuring equal employment in hiring and promotion.

Plans and conducts in-service training activities for subordinate Indigent Defense Coordinators.

Directs indigent defense coordinators in working with local courts on indigent defense delivery systems, creating plans, and ensuring compliance of minimum standards.

Reviews the recommendations and decisions of staff and holds conferences on questionable issues.

Participates in meetings and conferences and speaks before groups on indigent defense and legal topics of concern.

Performs research and analysis required for the solution of major indigent defense legal problems.

Coordinates the compiling of statistical data.

May occasionally perform any task assigned to subordinate staff, consistent with any licensing or certification requirements.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Extensive knowledge of the fundamental principles and/or subjects of law and the state legal system.
Extensive knowledge of the barriers indigent defendants face in the legal system.
Extensive knowledge of the nature and use of tools of legal study.
Extensive knowledge of legal research techniques and procedures.
Extensive knowledge of the preparation of briefs and arguments for defending complex cases before the courts.
Extensive knowledge of training methods and materials.
Extensive knowledge of the statutes and regulations of the department.
Extensive knowledge of the powers and functioning of defense attorneys.
Thorough knowledge of training and supervisory techniques.
Thorough knowledge of equal employment opportunity policies and procedures.
Thorough knowledge of employee policies and procedures and personnel practices.
Thorough knowledge of labor relations.
Ability to instruct, direct, and evaluate coordinators.
Ability to direct and motivate others.
Ability to interpret complex laws, statutes, court decisions, legal opinions, and legal documents.
Ability to present ideas clearly and effectively. Ability to assimilate quickly oral and written data, to analyze facts, and to draw logical conclusions.
Ability to communicate effectively. Ability to use judgment, tact, and discretion.

Working Conditions

None

Physical Requirements

None

Education

Possession of a Juris Doctorate degree from an accredited school of law.

Experience

Indigent Defense Coordinator Manager 18

Four years of professional experience (post-bar admission) in providing training or technical assistance to defense attorneys, or performing professional, legal work within a defense attorney's office, including two years equivalent to an Indigent Defense Coordinator P15.

Special Requirements, Licenses, and Certifications

Membership in good standing in the Michigan State Bar.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

INDFCDMGR

Job Code Description

INDIGENT DEFENSE COORDINATOR MANAGER

Position Title

Indigent Defense Coord Mgr-1

Position Code

INDCMGR1

Pay Schedule

NERE-079

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08/27/2017