

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION
INDIGENT DEFENSE COORDINATOR

JOB DESCRIPTION

Employees in this job complete a variety of assignments to provide guidance, direction and technical assistance to local units of government for the purpose of improving legal representation of adults in Michigan facing criminal charges who cannot afford an attorney. The work involves legal research and analysis, planning and development, and stakeholder collaboration to promote effective indigent defense delivery systems and ensure best practices and compliance with the Michigan Indigent Defense Commission standards.

There are three classifications in this job.

Position Code Title - Indigent Defense Coordinator-E

Indigent Defense Coordinator 13

This is the entry level. The employee carries out a range of professional indigent defense coordinator assignments while learning the methods of the work.

Indigent Defense Coordinator 14

This is the intermediate level. The employee performs an expanding range of indigent defense coordinator assignments in a developing capacity.

Indigent Defense Coordinator P15

This is the experienced level. The employee performs a full range of indigent defense coordinator assignments in a full-functioning capacity. Extensive independent judgement is used to make decisions in carrying out assignments that have substantial impact on services or programs. Availability of guidelines is limited and theories, principles, and practices of the profession must be used to determine appropriate course of action.

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.

Collaborates with partners in local units of government including county commissioners, administrators, staff, and other representatives on indigent defense delivery systems.

Provides assistance in the development and coordination of compliance plans for Michigan Indigent Defense Commission (MIDC) standards and best practices.

Identifies and meets with key members of the local criminal justice systems such as court staff, judges, criminal defense attorneys, prosecutors, jail staff to promote best practices in indigent defense representation and compliance with MIDC standards.

Prepares and delivers presentations about the work of the MIDC to all system stakeholders.

Consults at the local level, offering practical and innovative solutions, for indigent defense reform.

Researches best practices for indigent defense delivery systems and assists with the development of policy to support the work of the MIDC.

Assists with criminal defense delivery systems in identifying and collecting data and implementation of data collection systems.

Evaluates local systems' compliance with approved standards and recommends corrective actions if a system is not in compliance.

Monitors national indigent defense developments and policies; and keeps informed of new legislation and analyses of recent court decisions and rule changes for both state and federal laws.

Conducts research, maintains records, prepares reports and conducts correspondence related to the work as needed.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Note: Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, and considerable knowledge is required at the experienced level.

Knowledge of the fundamental principles and subjects of law.

Knowledge of the nature and use of the tools of legal study.

Knowledge of legal research techniques and procedures.

Knowledge of the preparation of briefs and arguments for the trying of complex cases before the courts.

Knowledge of training methods and materials.

Knowledge of the state legal system.

Knowledge of the Michigan Indigent Defense Commission Act.

Knowledge of the powers and functions of defense attorneys.

Ability to interpret laws, statutes, court decisions, legal opinions and legal documents.

Ability to use judgment, tact and discretion.

Ability to present ideas clearly and effectively.

Ability to quickly assimilate oral and written data, analyze facts and draw logical conclusions.

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to communicate effectively with others, both orally and in writing.

Ability to maintain favorable public relations.

Working Conditions

Extensive travel is required.

Physical Requirements

None

Education

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

Experience

Indigent Defense Coordinator 13

No specific type or amount required.

Indigent Defense Coordinator 14

One year of professional experience in legal work equivalent to an Indigent Defense Coordinator 13 or as a defense attorney.

Indigent Defense Coordinator P15

Two years of professional experience in legal work, including one year equivalent to an Indigent Defense Coordinator; or, two years of experience as a defense attorney.

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

INDDEFCDR

Job Code Description

INDIGENT DEFENSE COORDINATOR

Position Title

Indigent Defense Coordinator-E

Position Code

INDDCDRE

Pay Schedule

NERE-076

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08/13/2017