

AGENCY SUMMARY

The Marion County Public Defender Agency provides legal representation to the indigent citizens of Marion County who find themselves accused of a crime which jeopardizes their freedom especially in criminal cases ranging from misdemeanors through murder, life without parole and capital offenses. We are also mandated to provide representation to the indigent citizens of Marion County in juvenile cases including waivers for juveniles charged with offenses that would be murders in criminal court, cases related to problem solving, children in need of services, termination of parental rights, child support cases under Title IV-D, civil commitments, contested adoptions, and appellate cases. The Marion County Public Defender Agency also provides support for its attorneys through a staff of paralegals, investigators, and social workers. It also provides trial practice training and CLE programs free of charge to its staff and an in-house deposition unit for its attorneys. Our Agency provides these services by cultivating a productive, collaborative, and cooperative work environment enabling our staff to meet the needs of its clients in Indianapolis and Marion County.

JOB SUMMARY

A public defender in the Attorney IV position is responsible for providing representation to clients charged in Marion County Superior Courts with offenses primarily ranging from level 5 felonies through murders. This position is also responsible for representing clients at their initial hearings on these charges and during probation violations related to these charges. Each Attorney IV is assigned to a team of attorneys and support staff assigned to a specific court designated to adjudicate level 5 felonies through murders. This team includes four full-time attorney positions including a team lead and two contract attorney position. Additionally, each team includes a paralegal, investigator, and social worker. A public defender in the attorney IV position will need to act independently and exercise judgment in making decision that are complex in nature and may have considerable impact on the representation of the client. While the position requires the attorney to exercise initiative and creativity, and independent problem solving, it will also have the benefit of assistance from team members and support from division supervisors and assistant supervisors. The position reports to the division supervisor and assistant supervisors, the division chief counsel and the chief public defender.

KEY RESPONSIBILITIES

- Appears in court providing effective representation to indigent citizens of Marion County who find themselves charged with criminal offenses ranging from level 5 felonies to murders.
- Conducts legal research and factual review of cases and evaluates the legal and factual evidence for and against the clients; engages in pretrial motions practice, takes depositions, and prepares for sentencing hearings.
- Consults with client, interviews witnesses, and meets with social workers, investigators, medical, forensic, and mental health experts as needed to effectively represent their client.

- Consults with opposing counsel to negotiate disposition of cases including plea agreements or trying the case to jurors or to the court.
- Communicates with clients through regular methods including telephone conversations, in person meetings, and jail visits.
- Reviews and updates case files and keeps client and client's family apprised of case progress.
- Delegates assignments as needed to paralegals, investigators, and social workers.
- Collaborates with social workers on multi-disciplinary strategies to achieve client objectives.
- Maintain client confidentiality at all stages of representation.
- This list of duties and responsibilities is not intended to be all-inclusive and may be expanded to include other duties or responsibilities that management may deem necessary from time to time.

MINIMUM JOB REQUIREMENTS

Juris Doctorate and license to practice law required. Must have at least two years of criminal litigation experience and experience as lead or co-counsel in trying at least two felony jury trials to completion or trying at least one felony jury trial to completion as lead or co-counsel and completed a trial practice program approved by the Indiana Commission on Court Appointed Attorneys. Strong verbal and written communication and presentation skills are required along with strong interpersonal skills. Computer knowledge required along with a valid driver's license. Additionally, attorneys must comply with all relevant guidelines and requirements set by the Indiana Commission on Court Appointed Attorneys.

PREFERRED JOB REQUIREMENTS

At least three years of criminal litigation experience and experience as lead or co-counsel in trying at least three level 5 or C felony juries to completion as lead or co-counsel.

TO APPLY OR INQUIRE:

Contact Robert Kodrea, Director of Recruitment, Development, and Internships, Marion County Public Defender Agency, 317.327.3994, Robert.Kodrea@indy.gov .