

## West Central Indiana Public Defender Office (WCIPDO)

Job Title: **Chief Public Defender**

Salary: \$95,970/year plus PERF and health insurance

Location: Vermillion, Parke and Fountain Counties  
Office is located in Vermillion

Start date: June 1, 2022

Job type: part time; .6 FTE

Deadline for submission: May 1, 2022

### General Summary

The newly formed West Central Indiana Public Defender Office is seeking its first Chief Public Defender. The WCIPDO will serve Vermillion, Parke and Fountain Counties with office located in Vermillion County. This is a unique opportunity. The Chief will be expected to assist the Board of the WCIPDO in molding this new program to the needs of the member counties. Initially the Chief will be responsible for setting up the program and hiring staff. The Chief shall be hired by and report directly and solely to the WCIPDO Public Defender Board.

### Essential Qualifications

- The successful candidate must be eligible for reimbursement from the Indiana Public Defender Commission up to and including Murder (if not, qualifications must be attained within one year), per Standard E of the STANDARDS FOR INDIGENT DEFENSE SERVICES IN NON-CAPITAL CASES.
- Juris Doctor degree and at least 5 years of criminal law experience

### Primary Responsibilities

- The Chief PD hires, administers, and directs all public defense staff, employees, contractors and assigned counsel consistent with IC 33-40-7-7, Rule 5.1 of the Rules of Professional Conduct, and ABA Formal Opinion 06-441 and the comprehensive plan of the WCIPDO.
- The Chief PD prepares and submits the office's annual budget and supplemental budget requests. The Chief PD shall manage the agency's budget and financial resources efficiently and effectively to provide high quality public defense representation to all clients.
- The Chief PD shall develop and implement policies and procedures for the WCIPDO to comply with the standards and guidelines of the Indiana Public Defender Commission. The Chief shall take the necessary steps to ensure that the WCIPDO submits quarterly

requests for reimbursement of eligible expenses of the WCIPDO to the Indiana PD Commission for deposit to the Auditor's Office.

- The Chief shall insure that each appointed client is contacted by the lawyer appointed to represent him or her at the time of the appointment and continue to maintain communication with the client throughout the course of the case until conclusion.

If interested, email a letter of interest, resume and a statement of your eligibility under Indiana Public Defender Commission Standard E to: <mailto:wcipdo@yahoo.com> no later than May 1, 2022.