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309 W Washington Street Suite 501 • Indianapolis, IN 46204

# Public Defender Commission



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## STAFF ATTORNEY

**TO APPLY:** Submit cover letter & resume directly to [information@pdc.com.in.gov](mailto:information@pdc.com.in.gov). This position may remain posted until filled.

**SALARY:** Starting salary is \$75,000. Additional compensation is commensurate with education and experience.

**JOB SUMMARY:** Including, but not limited to: Audits reimbursement requests and provides onsite trainings, investigates allegations of violations of Commission standards by defendants, assists staff with the collection and collation of observational and other data, and helps facilitate groups to develop and revise Commission Standards and Guidelines. Reports directly to the Senior Staff Attorney.

### INITIAL DUTIES:

#### A. INVESTIGATION AND AUDITS

1. Primary initial investigator of counties, judges, and/or PD's that are alleged to have violated Commission Standards and provide Senior Staff attorney recommendations for follow-up.
2. Perform onsite and desk audits of fiscal and Commission Standard compliance as assigned.
3. Assist Senior Staff Attorney with capital reimbursement requests, as necessary.

#### B. SYSTEM ANALYSIS & RESEARCH

1. Collect data for Commission use and analysis, including electronically available data and travelling to collect onsite and observational data.
2. Research and maintain system knowledge of methods of provision of indigent defense in other states and each county in Indiana.
3. Assist Senior Staff Attorney in developing recommendations to the Commission on CR 24 and non-capital standards and guidelines to improve indigent defense representation in Indiana.
4. Perform annual pay parity analyses in conjunction with data analyst.

#### C. MISCELLANEOUS

1. Coordinate and facilitate various workgroups created to advise the Commission on new and modified standards and guidelines.
2. Draft minutes for approval at Commission meetings.
3. Field questions from attorneys, judges, the public, and other governmental entities related to Commission Standards, Guidelines, CR 24, etc.
4. Draft articles for newsletter and proofread public-facing communications as assigned.

**QUALIFICATIONS:**

1. J.D. from A.B.A. accredited law school and admission to the Indiana Bar;
2. Criminal law experience;
3. Excellent communication skills, including grammar, proofreading, and public speaking;
4. Ability to travel across Indiana to collect data and work directly with judges and attorneys;
5. Experience as a public defender preferred;
6. Experience facilitating or leading group discussion preferred.

**Benefits of Employment with the State of Indiana:**

The State of Indiana offers a comprehensive benefit package for full-time employees which includes:

- Four (4) medical plan options (including RX coverage) and vision/dental coverages
- Wellness program (offers eligibility into a discounted medical plan)
- Health savings account (includes bi-weekly state contribution)
- Deferred compensation account (similar to 401k plan) with employer match
- Two (2) fully-funded pension plan options
- Group life insurance
- Employee assistance program that allows for covered behavioral health visits
- Paid vacation, personal and sick time off
- Competitive leave policies covering a variety of employee needs
- 12 company paid holidays, 14 on election years
- Qualified employer for the Public Service Loan Forgiveness Program
- New Parent Leave

**Equal Employment Opportunity:**

The State of Indiana is an Equal Opportunity Employer