



Posting Date:	12/20/11	Closing Date:	3/12/12
Job Title:	Deputy Attorney-in-Charge	Job Reference Code:	CDP-2011-031

MAJOR PURPOSE OF POSITION

As discussed in the recent Criminal Practice office meetings, as part of the case cap supervisory staffing and in view of the fact that the Practice Attorney-in-Charge is the President-elect and then the President of the State Bar Association, the Criminal Practice of The Legal Aid Society has an immediate opening for a Deputy Attorney-in-Charge to assist the Criminal Practice Attorney-in-Charge with the day-to-day management of the Practice's operations.

The Deputy Attorney-in-Charge will assist the Attorney-in-Charge in managing the day-to-day operations of the trial, appellate, and post-conviction client services of the largest public defender organization in the United States. Significant areas of responsibility as described in this posting are undertaken in conjunction with the Practice Attorney-in-Charge.

During this past year, the Society's Criminal Practice represented clients in nearly 240,000 cases. The Criminal Practice includes: criminal defense trial offices in the Bronx, Brooklyn, Manhattan, Queens, and Staten Island; a citywide Appeals Bureau that handles direct appeals and conducts an extensive post-conviction practice; a citywide Parole Revocation Defense Unit; and a citywide Special Litigation Unit. Within our trial practice, we operate a MICA Unit for mentally ill and chemically addicted clients, an Adolescent Intervention and Diversion Unit, a Trafficking Victims Legal Defense and Advocacy Project, a special arraignment initiative for clients with mental health problems, and an immigration initiative for clients facing potential immigration consequences. To enhance client services, Society social workers in our Defender Services Program provide comprehensive services in conjunction with our defense representation. We also deploy paralegal staff directly in the City jails on Rikers Island to assist in our client representation.

ESSENTIAL DUTIES/RESPONSIBILITIES

- Significant day-to-day legal leadership and management responsibility for the Criminal Practice.
- Significant responsibility for developing and implementing innovations in the provision of client services and enhancing the quality of practice.
- Significant responsibility for personnel and budget management for complex city-wide program operations.
- Significant responsibilities for developing and implementing new applications of technology in the provision of client services.
- Together with the Attorney-in-Chief and the Practice Attorney-in-Charge, external leadership and policy advocacy to enhance indigent defense and the Society's role as the primary provider in New York City.

SECONDARY DUTIES/RESPONSIBILITIES

- Other duties as assigned

TRAINING AND QUALIFICATIONS

- At least 10 years of experience in legal practice and management or other comparable experience.
- Comprehensive knowledge of the law of evidence, recent developments in criminal and constitutional law, statutory interpretation, professional responsibility requirements, and all aspects of trial practice.
- Excellent leadership skills.
- Excellent advocacy and communications skills.
- Excellent analytical, interpersonal, negotiating and decision-making skills.
- Excellent ability to develop, support and mentor staff.
- Excellent ability to work with the courts, government agencies, government officials, and other participants in the criminal justice system.
- Excellent understanding of technology and its application to enhance client services

HOW TO APPLY

If you wish to be considered for this position, submit a cover letter and resume to the contact person listed below.

Contact Person:	Aida Ramos-Herrera	E-mail:	Aramos@legal-aid.org
Contact #:	N/A	Fax #:	(646) 616-4378

The Legal Aid Society is an Equal Opportunity Employer – Women, People of Color, Gays and Lesbians, Transgender People, Veterans and people with disabilities are encouraged to apply.