

INDIGENT DEFENSE COORDINATOR/COURT LIAISON

JOB DESCRIPTION

- a) Appoints all Court Appointed Counsel as the designee of the judge or judges, to include interview of defendants to assist with paperwork in obtaining court appointed counsel.
- b) Reports directly to the Court Manager.
- c) Maintains the rotation default system on assigned counsel (attorney wheel) and monitors the frequency and reasons for any exception for off list appointments.
- d) Review jail lists daily for new appointment and weekly to ensure all pending cases have a court date and attorney as well as appropriate charges pending listed.
- e) Works with jail and prison staff as needed to secure defendant's court appearance in person or via zoom. Works with clerk staff to insure service and documentation thereof.
- f) Works with court, district clerk, district attorney and probation to insure effective administration of justice.
- g) Manages a graduated list of court appointed attorneys for judges and receives applications for advancements or adjustments as higher qualifications are met by attorneys.
- h) Monitors appointment list and attorneys' completion of continuing legal education (CLE) to meet minimum requirements of local plan and Commission rules.
- i) Reviews invoices submitted by attorneys and compare them to appointment schedule prior to judicial approval.
- j) Trains law enforcement, magistrates, local bar and other stakeholders on indigent defense plans adopted by courts.
- k) Develops procedures to track attorney contact with client, which includes tracking, investigating and reporting allegations of attorneys not meeting with their clients within statutory or plan requirements.
- l) Attend and assist in district court dockets, to include on site appointment of attorneys, assist with reset notices, and assist in coordinating in custody defendants to attend court dockets.
- m) Assist with any administrative duties as requested or required by judges.
- n) Other indigent defense duties as assigned.
- o) Minimal travel to Real County for court dockets.

Must have good communication skills to include familiarity with Word and Excel Programs.

High School Diploma required.

Associate or Bachelor Degree preferred, or commensurate experience.

Salary commensurate with experience.