

# **JOB ANNOUNCEMENT**

## **ALTERNATE DEFENDERS, INC. SAN RAFAEL, CALIFORNIA**

Director of Alternative Defenders, Inc.

3/4-time position – flexibility to work remotely

Salary: \$130,000 to \$141,000

Full Benefits

Start Date: July 1, 2024

Closing Date for Applications: April 29, 2024

Alternate Defenders, Inc. (ADI) is a non-profit corporation formed by the defense bar governed by a board of directors. It provides legal services in cases in which a conflict exists that prevents representation of the client by the Marin County Public Defender or in some cases in which the Public Defender does not provide representation.

ADI is seeking an attorney with a strong commitment to indigent criminal defense to serve as its director. The program strives to provide excellence in indigent defense in a fiscally responsible manner and to help sustain the viability of an independent criminal defense bar in Marin County. The program contracts out to independent attorneys, investigators, immigration consultants and Spanish interpreters. Most of the caseload is adult and juvenile criminal trial cases, but program attorneys also represent witnesses, LPS conservatorships, and other clients in certain post-conviction petitions. There are approximately 30+ panel attorneys. The average number of new cases per year in the past years was 669.

This Directorship is currently a 3/4-time position with full health benefits. Other staff include an Assistant Director working in a 1/4- time position and a full-time Program Administrator.

Duties:

- Consult regularly and meet with the Marin County Public Defenders, Coalition of Conflict Directors (Bay Area Conflict Panels), and Office of the State Public Defenders (State-wide Panels). Participate in the Marin County Bar Association.
- Keep current on legal developments and issues important to indigent defense, including providing MCLEs.
- Communicate with panel attorneys, in an honest and supportive manner to better assist their representation. Help recruit more attorneys, investigators, et al to

handle indigent defense. Work towards expanding the program to provide better indigent representation.

- Respond to questions, problems, complaints and comments from clients, Public Defenders, Judges, Probation Officers, Jail Staff, and Probation Officers. Participate in Justice Partners Meetings when appropriate and advocate for clients and defense attorneys.
- Hold quarterly Peer Review Committee meetings and monthly Board of Directors meetings.
- Negotiate with the County of Marin, advocating for increased and adequate attorney et al compensation and communicate with the same on budget issues and figures.
- Oversee ADI staff on office procedures, daily administration, conflict appointments, and monthly payments to attorneys et al, including reviewing some atty et al. invoices for accuracy and reasonableness. Keep up to date on database figures and information.
- The Director would be encouraged to accept occasional appointed cases and required to maintain an active law license.

Basic keyboard/computer skills are necessary.

Familiarity with Excel and Access is desired, but not necessary if willing to learn.

**Please provide a resume, cover letter and 3 references to:**

**Mary Stearns at** [marystearns.adi@gmail.com](mailto:marystearns.adi@gmail.com).