

## VACANCY ANNOUNCEMENT

**TITLE:** Attorney (Conflict Coordinator)  
**POSITION NUMBER:** To be determined  
**LOCATION:** To be determined  
**SALARY:** \$25,000 - \$29,381  
**STATUS:** Temporary part-time (See Special Information)  
**PAY BAND:** 7

**SPECIAL INFORMATION:** This position is considered temporary up to June 30, 2011. Upon approval of funding by the 2011 Legislature may become a permanent position effective July 1, 2011. Successful candidate will be eligible for state benefits including insurance, retirement and leave benefits.

The Conflicts Coordinator is assigned to the Montana Public Defender Commission and is separate from, and independent of, the Chief Public Defender, the eleven regional offices, local offices, the Major Crime Unit, contract attorneys, conflict attorneys and the Office of the Appellate Defender. Regional Offices will be responsible for identifying conflict cases, which will be referred to the Conflict Coordinator. The Conflict Coordinator will be responsible for assigning the case to either a contract attorney or staff attorney in a different region. The Conflict Coordinator, under the direct oversight of the Montana Public Defender Commission, is responsible for assisting conflict attorneys in securing payment for legal services directly relating to the delivery of case resources.

**DUTIES:** Receives conflict cases from Regional Public Defender Offices and determines case assignments. The incumbent will be responsible for reviewing information which includes but is not limited to attorney qualifications necessary to provide effective assistance of counsel that meet the standards issued by the Montana supreme court for counsel for indigent persons in capital cases; attorney access to support services, such as paralegal and investigator services; attorney caseload, including the amount of private practice engaged in outside the contract; reporting protocols and caseload monitoring processes; continuing education requirements in accordance with standards set by the commission. Reviews claims for payment to ensure that the contractor is in compliance with the established standards; that billing information is correct and supported by required documentation; and that the services provided are reasonably stated in terms of time spent on activities. Follows up with the contractor as required and forwards the claim to the Central Office for payment. Provide for contract oversight and enforcement to ensure compliance with established standards. The OPD has approximately 200 contract attorneys, mental health professionals, investigators and others who provide Public Defender Services and other required services to meet the needs of clients. Assists the Public Defender Commission in the development and implementation of operational policies, procedures and programs pertaining to conflict cases for the Office of the State Public Defender. Provides training to regional staff to identify conflicts. The Conflicts Coordinator shall file written financial reports with the Montana Public Defender Commission on a monthly basis and as directed by the Commission. Additionally, if requested by the Commission, the Conflict Coordinator shall provide reports to the Commission to assist the Commission in evaluating the work of attorneys providing conflict services. The Conflict Coordinator will not have support staff assigned unless determined by the Commission. The Conflict Coordinator handles only administrative functions unrelated to the direct provision of legal services to clients.

**COMPETENCIES:** The successful candidate must be knowledgeable in the public defender arena and general business applications including contracting and procurement of services; in legal and court policies, procedures, practices, terminology and systems; state and federal laws, rules and regulations; principles and practices of evidence collection. Must possess demonstrated verbal and written communication, negotiation, problem-solving, decision-making, management, supervisory and organizational skills to provide strong leadership and direction. Must be self-motivated and customer-oriented to develop and implement statewide policies based on short and long-term strategic planning goals, to advance statewide and agency-specific program and goals, concepts and practices; to recognize, analyze and solve complex problems; to deal effectively with highly sensitive public, political and agency specific issues; to assess hypothetical situations and impacts; to consolidate a unified strategy in response to numerous issues and concerns; to make proper decisions in stressful situations; to establish and maintain effective working relationships with contractors, the public, elected officials, defendants, witnesses, county and district court judges, court personnel, law enforcement personnel; and to accept the direction of the Public Defender Commission

**EDUCATION AND EXPERIENCE:** The minimum requirements include a Juris Doctor from ABA accredited law school and licensed to practice law in Montana. Ideal candidate will have at least five years of practical experience in law, preferably in litigation of criminal and civil law involving public defense actions and demonstrated management and leadership experience.

**APPLICATION MATERIALS:** State Application