



**DIVISION OF PUBLIC DEFENDER SERVICES
EXECUTIVE JOB SEARCH
DEPUTY CHIEF PUBLIC DEFENDER**

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: The Public

Location: Office of the Chief Public Defender, 30 Trinity Street, 4th FL, Hartford, CT 06106

Salary: \$161,224.00, per annum plus state benefits

Closing Date: July 18, 2017

The Public Defender Services Commission is embarking on a recruitment to fill the position of Deputy Chief Public Defender. The successful candidate for Deputy Chief will be appointed to the position effective October 1, 2017. It is anticipated that the Commission will review applications and interview selected candidates in late July-early August. The successful candidate will be involved in a transition period once appointed by the Commission.

The mission of the Division of Public Defender Services is to provide counsel in accordance with both the United States and Connecticut Constitutions to any indigent person charged with the commission of a crime that carries a risk of incarceration. In addition, representation and guardian ad-litem services are afforded to indigent children and parents in child welfare, family, and child support matters.

The successful candidate will be in a unique position as part of a new executive team taking over the leadership of the Division. The Division will be facing significant challenges over the coming years due to the impact of the financial situation facing the State of Connecticut. The successful candidate will be prepared to work with the newly appointed Chief to evaluate and take measures to streamline operations, reduce expenses and improve delivery of services consistent with the Division's constitutional mandate.

Overview of Qualifications

The successful candidates must be member of Connecticut Bar for five years and will have demonstrated experience and success in the following areas:

- **Business Intelligence:** Managing human, financial, legal, strategic management and information resources.
- **Leading Change:** Ability to bring about strategic change both internally and externally.
- **Leading People:** Ability to lead people towards meeting the division's vision, mission and goals.
- **Results Driven:** Ability to make decisions that produce high-quality results applying technical knowledge, analyzing problems and issues and evaluating risks.
- **Navigation of Government:** Knowledge and understanding as well as ability to achieve results within the legal/governmental/ financial environment.
- **Interpersonal & Communication:** Develops and maintains effective relationships, ability to communicate with stakeholders from varied backgrounds and in different situations.

Essential Duties and Responsibilities:

- **Executive Management:** Assists in the administration of the indigent defense delivery system pursuant to Connecticut General Statutes Chapter 887; assists in the administration, coordination and control the operations of defender services; assists the Chief in the overall supervision and direction of all personnel, offices, divisions and facilities of the Division of Public Defender Services.
- **Commission Relationship:** Reports to Public Defender Services under CGS § 51-289; working with Chief reports to Commission of significant developments within the Division and within the criminal justice system; provides guidance to Commission in the development of plans, policies and procedures; Carries out the policies established by the Commission of Public Defender Services.
- **Division Administration:** Assists in the administration and development of the Division budget; serves as primary liaison between field offices and OCPD; assists in the promulgation of necessary rules, regulations, policies and procedures relating to the delivery of indigent defense systems; monitor case loads for the office and individual lawyers to assure that ethical caseload standards are adhered to; perform regular employee evaluations of senior staff and attorneys.

- **External Relationships:** Acts as liaison with criminal justice agencies and the public; may serve as liaison with the Legislative, Judicial, and Executive branches of government, and funding sources; participates in work groups and task forces concerning the services and clients of the Division; monitors and remains informed of executive, legislative and judicial issues; reviews proposed and enacted legislation for fiscal and operational impact.
- **Effecting Change:** Consult and cooperate with professional bodies and groups concerning the causes of criminal conduct, means for reducing the commission of crimes, the rehabilitation and correction of those convicted of crimes, and the improvement of the administration and conduct of public defender services;
- **Legal Oversight:** Provides executive oversight and legal guidance to office heads and attorneys in relation to court issues and court;

Application Process:

Applicants must follow the guidelines as established in submitting their interest for this position:

1. **Cover Letter**
2. **Current Resume and Attorney Questionnaire**
3. **References:** Up to six written professional references submitted. Only references submitted with the application package will be considered. Applicants **ARE NOT** to have references make phone calls or direct letters to commission members. Additional references for further contact may be included on the Attorney Questionnaire.
4. **Responses to the Following Supplemental Information:**
 - a) Describe how your experience and background addresses the overview of qualifications for the position, giving specific examples.
 - b) Describe your management/supervisory and leadership experience.
 - c) Provide an example of how you worked with internal and external stakeholders successfully
 - d) Please describe what you see as the top three challenges facing the Division in the coming years and briefly describe how you would address them.
 - e) Explain your approach and/or methodology for considering how you might streamline Division operations; manage expenses and improve upon the delivery of services consistent with the Divisions constitutional mandates.

Failure to submit complete application packages or to follow the directions as stated may result in disqualification of the applicant.

Questions and Application packages will be accepted by email **no later than July 18, 2017** to the following:

Diane M. Fitzpatrick, Director of Human Resources
Office of the Chief Public Defender
30 Trinity Street, 4th FL
Hartford, CT 06106
Diane.Fitzpatrick@jud.ct.gov

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.