Job Posting: Special Projects Advisor/Executive Management Officer (EMO)-1
Post Date: May 2, 2014
Deadline: May 14, 2014 (position will be filled as soon as possible)

Qualifications and Compensation:

This is an advanced level position in the Louisiana Public Defender Board (LPDB). LPDB is an executive branch agency of the governor's office and oversees the delivery of statewide legal services to indigent defendants in the criminal justice system. The criminal justice system consists of 42 district public defender offices, as well as a number of appellate, post-conviction, and capital case programs and a single regional juvenile program.

This is a four-year job appointment, full time position. The Special Projects Advisor/EMO-1 position was created by the Board of Directors and is an Executive Level Position. The Special Projects Advisor/EMO-1 must be a U.S. citizen, be a domiciliary of Louisiana who is registered to vote in Louisiana, and work full-time in the state's Baton Rouge office. This position is open to attorneys and non-attorney advocates. Minimum qualifications require a baccalaureate degree plus four years of professional level experience in a public sector or private sector setting.

Compensation is salaried and commensurate with experience. Employment with the State of Louisiana includes full health benefits and enrollment in the State of Louisiana Retirement System.

Duties:

- Maintain frequent communication with the district public defender offices through the coordination and exchange of information and resources that advance the community-based practice model, through listserv participation, cultivation/participation in district-level advisory councils, newsletter development, and any new methods developed by the Special Projects Advisor/EMO-1;
- Communicate effectively with attorneys, judges, agency representatives, the public, the media and others to advance agency objectives, goals, and mission through the creation of outreach and educational materials related to LPDB's activities and the constitutional right to counsel, drafting and disseminating official public releases and media submissions statewide, archiving of agency and system achievements, and any new methods developed by the Special Projects Advisor/EMO-1;

- Support LPDB training programs that promote, develop and sustain effective representation through community-based delivery systems;
- Provide technical support and on-site assistance to district public defender offices to assess the quality of defense services provided by the office of the public defender, including the development and implementation of pilot projects, needs assessments, social service directories, foundation-supported initiatives and district-driven programs for adult and juvenile clients, and district restructuring due to financial crisis or excessive caseloads;
- Research development prospects and support applications/solicitations for resources to support existing and planned program activities; and,
- Participate in the successful implementation of the agency's strategic plan as a member of the Executive Staff, relating to goals in budget, information technology, juvenile and capital defense projects, and general public defense system service delivery supervision and improvement.

To Apply:

Applicants must register and apply through the Louisiana Civil Service Commission, online at: http://agency.governmentjobs.com/louisiana/default.cfm

Applicants should also submit a resume/curriculum vitae, writing sample and three references by e-mail or hard copy to:

Ret. Judge Robert J. Burns, Vice-Chairman
Louisiana Public Defender Board
500 Laurel Street, Suite 300
Baton Rouge, LA 70801

employment@lpdb.la.gov

The Louisiana Public Defender Board is an equal opportunity employer.