



Bobby Jindal  
Governor

Frank X. Neuner, Jr.  
Chairman

James T. Dixon, Jr.  
State Public Defender

EQUAL JUSTICE FOR ALL

## **JOB POSTING General Counsel**

The LPDB is an executive branch agency of the governor's office which 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.

### Qualifications:

An eligible applicant must be an attorney licensed to practice law in the United States; if licensed as an attorney in a state other than Louisiana, the employee must become licensed as an attorney in this state within one year of being employed by the Board. An eligible applicant must also be a U.S. citizen, become a domiciliary of Louisiana who is registered to vote in Louisiana, and be available to work full-time in the state's Baton Rouge office. This position requires strict adherence to details and meeting deadlines, the ability to work within a highly professional and team-oriented environment, the capacity to respond accurately, concisely, and timely to emergency and routine requests, have an advanced knowledge of Louisiana judicial system and experience in or with Louisiana state government structure.

### Duties:

- Prepares legal documents including contracts, agreements, court documents;
- Confers with agency staff to advise on federal and state laws and regulations pertaining to the department (may require interpretation of department rules and regulations);
- Coordinates responses to subpoenas and public records requests;
- Reviews agency reports and records to ascertain whether there has been compliance with applicable laws;
- Testifies before legislative committee hearings on proposed law changes and current laws as needed;
- Recognizes the need for new or additional written procedures, and participates in group discussions and drafts resultant policies and procedures;
- Prepares, develops, and monitors complex contracts and/or grants agreements, applications, amendments and sub-grant agreements in accordance with statutory and regulatory requirements and departmental policies and procedures, and works with staff, administrators, officials, and other personnel to solve contract problems;
- Assists in the preparation of programmatic and fiscal impact statements on proposed legislation;
- Participates in meetings with officials of federal, state and local agencies, legislators, professional organizations and interested groups on matters relating to the office;
- Prepares correspondence affecting the agency;
- Performs other duties as assigned by the State Public Defender.

Compensation:

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. The Louisiana Public Defender Board encourages professional development and supports these opportunities for its staff.

To Apply:

This is a classified, Civil Service position. All applicants must submit a formal application through Louisiana State Civil Service (LSCS) which will be reviewed for minimum qualification. Please visit the LSCS website for instructions on registration and application rules at [www.civilservice.louisiana.gov](http://www.civilservice.louisiana.gov).

In addition to the submittal of a formal state application, please also submit a resume/curriculum vitae, writing sample and three references by e-mail, fax or hard copy to:

James T. Dixon, Jr.  
State Public Defender  
Louisiana Public Defender Board  
500 Laurel Street, Suite 300  
Baton Rouge, LA 70801  
[employment@lpdb.la.gov](mailto:employment@lpdb.la.gov)

Deadline to apply is Dec. 23, 2013.