



Bobby Jindal
Governor

Frank X. Neuner, Jr.
Chairman

Julie H. Kilborn
Interim State Public Defender

EQUAL JUSTICE FOR ALL

JOB POSTING: State Public Defender

POST DATE: May 24, 2013

CLOSE DATE: July 15, 2013

Qualifications:

An eligible applicant must be an attorney licensed to practice law in the United States with at least seven years of experience as a criminal defense attorney. 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. The State Public Defender must also 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.

Duties:

The State Public Defender is the agency head for the Louisiana Public Defender Board, which is an executive branch agency located within the Office of the Governor. The position is extended by vote of the Board of Directors, who also provides performance evaluation. Duties of the position are set by statute (La. R.S. 15:152) and include:

- Recommend to the board how to establish and maintain, in a cost-effective manner, the delivery of legal services to eligible indigent defendants in criminal proceedings;
- Develop a strategic plan for the delivery of public defense services and submit for Board approval;
- Implement and ensure compliance with contracts, policies, procedures, standards and guidelines adopted by the board or required by law;
- Prepare a budget for the operation of the Board and submit for Board approval;
- Negotiate contracts for providing legal services to persons financially eligible for appointed counsel;
- Employ personnel or contact for services as necessary to carry out the responsibilities of the Board;
- Supervise the personnel, operation and activities of the Board;
- Prepare and submit to the board and annual report of the indigent defender services provides by the service regions, if applicable, and the districts;
- Appear before the Joint Legislative Committee on the Budget and report on the activities of the Board;
- Actively seek gifts, grants and donations that may be available through the federal government or other sources to help fund the system;

- Assist the Board in the adoption of rules in accordance with the Administrative Procedures Act;
- Provide services, facilities and materials necessary for the performance of the duties, functions and powers of the Board;
- Assist the Board in establishing the standards and guidelines, policies, and procedures for the statewide delivery of public defense services in accordance with rules adopted by the Board or required by law;
- Establish administrative management procedures for regional offices, where applicable;
- Review, monitor and assess the performance of all attorneys providing public defense services; and,
- Perform all other duties assigned by the Board.

Compensation:

Employment with the State of Louisiana includes full health benefits and enrollment in the State of Louisiana Retirement System.

To Apply:

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

Frank X. Neuner, Jr., Chairman
Louisiana Public Defender Board
500 Laurel Street, Suite 300
Baton Rouge, LA 70801

employment@lpdb.la.gov