



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
DIRECTOR'S OFFICE

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Deputy Director(s) – Department of Indigent Defense Services

The Department of Indigent Defense Services (IDS) is accepting applications for two positions of Deputy Director. IDS is located in Nevada's State Capitol, Carson City, near beautiful Lake Tahoe in Northern Nevada. The area blends a mix of old-fashioned charm and history with modern cultural opportunities, a destination location to live, work and play.

SUMMARY: The Deputy Directors perform a wide variety of administrative and support functions that enable the Department of Indigent Defense Services to function effectively. With Nevada's public defense reform efforts, these positions will be tasked with addressing dynamic and challenging issues, as well as assisting the Board on Indigent Defense Services in becoming a strong resource for public defenders and counties in Nevada.

Under the direction of the Executive Director, duties include:

- One Deputy Director oversees the provisions of Indigent Defense Services in counties whose population is less than 100,000 including oversight of the State Public Defender, determining that attorneys providing services meet eligibility requirements, developing and providing continuing legal education, identifying and encouraging best practices for delivering the most effective indigent defense services, providing assistance to counties that must revise the manner in which indigent defense services are provided including developing a plan and estimating the cost to carry out the plan.
- One Deputy Director is responsible for reviewing the manner in which indigent defense services are provided throughout the state including obtaining information relating to caseloads of attorneys providing indigent defense services, conducting on-site visits of court proceedings throughout the state to determine the manner in which indigent defense services are provided, ensuring that minimum standards and court rules regarding the provisions of indigent defense services are being followed, verify reimbursement or other practices which may violate rules of the Board are used and confirm representation of indigent defendants is being provided in an effective manner. This Deputy Director will be responsible for recommending a corrective action plan for counties which do not meet the minimum standards for the provision of indigent defense or is in any other manner deficient in the provision of indigent defense.

MINIMUM QUALIFICATIONS: Applicants must hold a Juris Doctor degree and be licensed to practice law in the State of Nevada. In addition, most competitive applicants should have the following:

- Knowledge of Nevada's criminal court system, legal terminology, procedures, and legal ethics.
- Experience developing and implementing strategic plans, performance measurements and personnel evaluations.
- Computer literacy, including but not limited to, the use of Microsoft Office applications, databases or case management systems, and the Internet. Effective English usage including: spelling, proofreading, punctuation and grammar.
- Incumbents must be able to prioritize multiple work assignments, meet deadlines and work under pressure.
- Preference may be given to candidates who have:
 - Experience working as a public defender;
 - Experience collecting and analyzing data; and
 - Knowledge of public defense standards promulgated by national and state organizations.

ANNUAL SALARY: Up to \$139,346* (Employee/Employer Paid Retirement Plan)

*Salary reflects Public Employees Retirement System (PERS) contributions by both the employee and the employer. An employer paid contribution plan is also available with a reduced gross salary.

BENEFITS: The State of Nevada offers an excellent benefit package that includes a retirement system, paid health, vision, dental, life and disability insurance; 11 paid holidays; and paid sick and annual leave. Other employee paid benefits such as deferred compensation plans are available.

LOCATION/TRAVEL: Both positions will be based in Carson City. In-state travel is required.

TO APPLY: Applicants interested in either Deputy Director position must submit the following: a detailed description of educational achievement and employment history, including the name and address of employers, scope of responsibility. Incomplete applications will not be considered. Resumes will be accepted until positions are filled and announcement has been removed. Please reference the following in the Subject field: *First Initial Last Name/Deputy Director IDS*.

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Hiring is done without regard to race, color, religion, national origin, sex, age, or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations.