



STATE OF NEVADA
DEPARTMENT OF INDIGENT DEFENSE SERVICES

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Deputy Director – Department of Indigent Defense Services
Posted – March 12, 2021

The Department of Indigent Defense Services (DIDS) is accepting applications for the position of Deputy Director. DIDS 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 Director performs 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, this position 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:

- The 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 (pandemic permitting) of court proceedings throughout the state to determine the manner in which indigent defense services are provided,
 - ensuring that minimum standards, Board Regulations, and court rules regarding the provisions of indigent defense services are being followed,
 - identify any practices which may violate regulations of the Board of Indigent Defense Services, 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.
- The Deputy Director is also responsible for data collection. The Department is using LegalServer for data collection. Experience with LegalServer (or experience in building software programs) is a plus.

MIMIMUM QUALIFICATIONS: Applicants must hold a Juris Doctor degree and be licensed to practice law in the State of Nevada. Applicants must hold a valid driver's license. In addition, the 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. Experience with LegalServer is a plus. 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;
 - Experience in using and/or building a case management system, specifically experience with LegalServer is a plus; and
 - Knowledge of public defense standards promulgated by national and state organizations and knowledge of the Board of Indigent Defense Services regulations.

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. Please note that per NV State Legislature, State of Nevada employees are subject to a mandatory unpaid furlough requirement of 48 hours (an average of 8 hours per month) from January 2021 through June 30, 2021. *Salary does not reflect mandatory furlough.

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: This position will be based in Carson City. In-state travel is required.

Department of Indigent Services
Deputy Director
March 2021
Page 3 of 3

TO APPLY: Applicants interested in the 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, and set forth how the minimum qualifications are met. Applicants shall identify how they heard about the position. Incomplete applications will not be considered. Resumes will be accepted until the position is filled and announcement has been removed. All submittals will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process.

Please reference the following in the Subject field: ***Application for Deputy Director.***

Cindy Atanzio
Executive Assistant to the Director
Email: catanzio@dids.nv.gov

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.

The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.