



**STATE OF NEVADA
DEPARTMENT OF INDIGENT DEFENSE SERVICES**

896 West Nye Lane, Suite 202 | Carson City, NV 89703-1578
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**UNCLASSIFIED JOB ANNOUNCEMENT
Posted – December 11, 2024**

DEPUTY DIRECTOR

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

RECRUITMENT OPEN TO:

This is an open competitive recruitment, open to all qualified applicants. This position is appointed by and serves at the pleasure of the Executive Director.

AGENCY RESPONSIBILITIES:

The mission of DIDS is to assist Nevada counties in developing quality, equitable, and sustainable indigent defense systems that strengthen local communities and meet or exceed the state and federal constitutional guarantees that protect each of us.

APPROXIMATE ANNUAL SALARY:

Up to \$174,967* (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 of \$149,864.

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.

POSITION LOCATION/TRAVEL:

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. This position will require in-state travel.

POSITION DESCRIPTION:

The Deputy Director performs a wide variety of administrative functions within the Department. This position is tasked with oversight of public defense systems throughout the State.

Under the direction of the Executive Director, duties include:

- Reviewing the manner in which indigent defense services are provided throughout the State, including:
 - obtaining information relating to caseloads and salaries 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;
 - supervising Department contractors observing court proceedings and reviewing and analyzing their reports;
 - ensuring that minimum standards, Board Regulations, constitutional provisions, statutes, and court rules regarding the provisions of indigent defense services are being followed;
 - identifying any practices which may violate regulations of the Board of Indigent Defense Services; and
 - determining whether representation of indigent defendants is being provided in an effective manner.
- 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.
- Data collection; the Department uses LegalServer for data collection. Experience with LegalServer, or experience in producing specialized reports using case management software, is a plus.

MINIMUM QUALIFICATIONS:

Applicants must be licensed to practice law in the State of Nevada and hold a valid driver's license. In addition, most competitive applicants should have the following:

- Knowledge of Nevada's criminal justice system, legal terminology, criminal procedure, and legal ethics.
- Demonstrated ability 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 with data collection and analysis;
- Knowledge of public defense standards promulgated by national and state organizations; and
- Knowledge of the Board of Indigent Defense Services regulations.

TO APPLY: Applicants interested in the Deputy Director position must submit 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. Incomplete applications will not be considered. Resumes will be accepted until the position is filled and announcement has been removed.

Send an email to:

Cindy Atanazio

Executive Assistant to the Director

Email: catanazio@dids.nv.gov

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

The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to 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.