



STATE OF NEVADA DEPARTMENT OF INDIGENT DEFENSE SERVICES

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Deputy Director – Department of Indigent Defense Services

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 to oversee the provision of indigent defense services in counties whose population is less than 100,000. Such oversight includes:
 - Oversight of the State Public Defender, and
 - Determining whether attorneys meet the requirements established by the Board on Indigent Defense Services to be eligible to provide indigent defense services and maintaining a list of such attorneys.
- The Deputy Director is responsible to develop and provide continuing legal education programs for attorneys who provide indigent defense services.
- Identify best practices for delivering the most effective indigent defense attorneys, and
- Assist counties that must revise the manner in which indigent defense services are provided as a result of the regulations adopted by the Board pursuant to NRS 180.320.
- Serve the role as an appointed counsel administrator by:
 - Selecting attorneys for indigent defense cases in adult criminal and juvenile delinquency/in need of supervision matters, and
 - Review and process bills for payment from attorney's, experts, and investigators to determine that the services were received as billed and the charge are appropriate for the work or other services provided.

MIMIMUM QUALIFICATIONS: Applicants must be licensed to practice law in the State of Nevada; are in the unclassified services of this State; and shall devote their entire time to their duties and shall not engage in any other gainful employment or occupation. Applicants must hold a driver's license.

In addition, most competitive applicants should have the following:

- Knowledge of Nevada's criminal court system, legal terminology, procedures, and legal ethics.
- 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 working in the rural Nevada counties;
 - Experience serving as an appointed counsel administrator;
 - Experience in developing continuing legal education programs; 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.

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.

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. Incomplete applications will not be considered. Resumes will be accepted until the position is filled and announcement has been removed.

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

Cindy Atanzio
Executive Assistant to the Director
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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.

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.