

FEDERAL DEFENDERS OF SAN DIEGO, INC.

THE COMMUNITY DEFENDER ORGANIZATION FOR THE SOUTHERN DISTRICT OF CALIFORNIA

TRIAL TEAM LEADER VACANCY ANNOUNCEMENT

DESCRIPTION OF POSITION AND DUTIES.

The Trial Team Leaders of Federal Defenders of San Diego, Inc. are responsible for supervising trial teams comprised of 8-10 attorneys with differing levels of experience in federal criminal trial practice. The Trial Team Leader oversees, assists with, and provides professional advice and guidance for the in-court and in-office legal work done by trial team members. The Trial Team Leader assigns cases to his or her team, ensures that work is distributed equitably among the team, while keeping in mind the goals of the organization as a whole to provide the highest quality representation to indigent criminal defendants possible. The Trial Team Leader is charged with closely supervising his or her least experienced attorneys (first two years at office), including acting as supervisors on particular cases, taking these attorneys on the Trial Team Leader's own cases, closely reviewing their closed cases files and monitoring their in-court work.

The Trial Team Leader is also responsible for spot-checking closed files of every member, even those most senior on the trial team, to ensure high-quality representation is maintained, observing those trial team members' in-court work, attending brainstorms for all trial team members whenever practicable, regularly meeting, either individually or as a group, with the trial team, and writing reviews of each trial team member which will determine the extent of a salary increase for each attorney. Trial Team leaders are also responsible for ensuring that their team members comply with certain administrative duties, such as keeping time in defenderDATA, closing cases, inputting hours in the Electronic Leave Management Organizer, and other office requirements.

The Trial Team Leader is encouraged to carry a caseload of trial and appellate work though his or her first priority should be the needs of the trial team.

Trial Team Leaders also work with other groups in the office, such as the investigators, interpreters, and support staff to ensure good communication between these individuals and the attorneys they work with and to address any difficulties as they arise.

Finally, Trial Team Leaders assist and meet regularly with all other supervising management of the office in order to ensure that the office is carrying out its commitment to defend the indigent accused as best as possible, and to ensure smooth and orderly office functioning.

SALARY AND BENEFITS.

Salary will be commensurate with experience. This position includes health insurance, life insurance, and 401k. Salary is payable only by direct deposit. All positions are at-will and are subject to the availability of funds. Employment is subject to a satisfactory background investigation. All education, experience, training, and certifications will be verified.

FDSDI TRIAL TEAM LEADER APPLICATION – CONT'D

FEDERAL DEFENDERS OF SAN DIEGO, INC. IS AN EQUAL OPPORTUNITY EMPLOYER. Selection of position will be based solely on merit without regard to race, color, religion, religious creed (including religious dress and religious grooming), sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity (including transgender identity and transitioning), gender expression and sex stereotyping, national origin, ancestry, citizenship, age, physical or mental disability, legally protected medical condition or information (including genetic information), family care or medical leave status, military caregiver status, military status, veteran status, marital status, domestic partner status, sexual orientation, status as a victim of domestic violence, sexual assault or stalking, enrollment in a public assistance program, engaging in protected communications regarding employee wages, requesting a reasonable accommodation on the basis of disability or bona fide religious belief or practice, or any other basis protected by local, state, or federal laws.

HOW TO APPLY.

Qualified persons may apply by emailing a letter of interest, resume and three references in pdf format to: attorneyapp@fdsdi.com, with subject line “Trial Team Leader Position.” Position open until filled.

EQUAL OPPORTUNITY EMPLOYER