

**EXECUTIVE DIRECTOR,  
PUBLIC DEFENDER SERVICES**

**Nature of Work:** Under administrative direction, performs full journey work in overseeing Public Defender Services. Supervises agency staff. Makes policy for the agency. Edits all legal publications of the agency. Performs related work as required.

**Examples of Work**

Plans and directs the activities of Public Defender Services; meets with subordinates to make work assignments, reviews the work of the units and approves all personnel matters. Edits all legal publications and documents issued from the agency.

Develops and implements program of legal education.

Represents the agency before the legislature and assists in drafting legislation in regard to legal matters.

Develops the annual budget for the agency and monitors all expenditures; approves all purchases.

Writes policy as needed for the various units of the agency.

Approves all grants, loans to or contracts made with the public defender corporations, individuals, partnerships, firms, corporations or non-profit organizations for the purpose of providing legal representation to indigent persons.

Oversees the work of the criminal law research center, the accounting and auditing division which monitors public defenders' compliance with the legal assistant rules, research and training, and the voucher processing division.

May represent the agency at state and federal seminars and meetings.

**Knowledge, Skills and Abilities**

Knowledge of statutes, court opinions, and Attorney General opinions.

Knowledge of general law.

Knowledge of the judicial procedure, especially in criminal law.

Knowledge of the purpose and intent of Public Defender Services.

Ability to communicate well with a wide variety of people, both orally and in writing.

Ability to analyze problems and formulate solutions for them.

Ability to supervise subordinates and to motivate them to keep improving services.

Ability to write clear and concise reports.

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**EXECUTIVE DIRECTOR,  
PUBLIC DEFENDER SERVICES (CONT'D)**

**Minimum Qualifications:**

**Training:** Admission to the State Bar of West Virginia.

**Experience:** Five years of full-time or equivalent part-time paid experience in the practice of law or as a public defender.

Established: 9/19/90  
Effective: 10/16/90