JOB ANNOUNCEMENT

Post-Conviction Unit Coordinating Attorney

The Office of the Los Angeles Independent Defender Program (IDP) at the Los Angeles County Bar Association is accepting applications for a Post-Conviction Unit Coordinating Attorney. The IDP is a nationally recognized, award-winning program of the Los Angeles County Bar Association providing oversight and legal support for appointed counsel who represent adults and youth charged with crimes in Los Angeles County. In response to wide-ranging changes in California law impacting the sentences of thousands of criminal defendants, the IDP is creating a legal team to coordinate and assist attorneys appointed to represent clients in a post-conviction posture.

The IDP Post-Conviction Unit Coordinating Attorney will oversee the panel’s post-conviction unit, coordinating and supporting panel attorneys engaged in post-conviction work and managing the in-house post-conviction team. The Coordinating Attorney is responsible for recruiting and vetting attorney applicants to the post-conviction subpanel, coordinating and assigning post-conviction cases, and engaging in ongoing efforts to support and improve the quality of representation provided by the post-conviction attorneys. They will supervise and direct the work of the post-conviction unit’s Resource Attorney, social worker, program coordinator, and investigator/mitigation expert and develop an effective litigation support team available to all post-conviction subpanel attorneys. The Coordinating Attorney will liaise with court staff, appellate counsel, Public Defender, Alternate Public Defender, District Attorney, and other justice partners, representing IDP in various post-conviction stakeholder working groups. Key job functions will include developing and presenting trainings to post-conviction subpanel attorneys in coordination with the Resource Attorney, creating and implementing systems for case assignments/tracking, attorney support, and evaluation/oversight of attorney performance, and managing post-conviction team support staff.
Qualifications/Requirements:
- JD from an ABA accredited law school and 6 or more years of criminal defense experience,
- Demonstrated excellence as an advocate with strong oral and written communication skills,
- Strong understanding of California resentencing reforms, including but not limited to SB 1437/775, SB 483, AB 1540 and the attendant changes to the relevant Penal Code sections and case law.

Successful candidates will be energetic, self-starters who work well in a team environment with an interest in social justice and/or criminal legal system reform. The coordinator position requires a candidate who is adept at working and communicating with clients, court staff, criminal legal system stakeholders and policy makers. The coordinator will be a team leader so supervisory experience or a demonstrated interest in managing teams is also a plus. Applicants must be familiar with Adobe, the Microsoft Office suite, particularly Word and Excel.

We provide a comprehensive employee benefits package in addition to a competitive salary determined by the candidate’s qualifications. We will be considering applications beginning now until the position is filled.

Please email a resume, writing sample and cover letter to job@lacba.org. For more information about the IDP, please go to: www.lacba.org/idp