



## **SENIOR SUPERVISING ATTORNEY**

### **ABOUT QUEENS DEFENDERS**

Founded in 1996, Queens Defenders is a leading Public Defender Organization providing high-quality, holistic representation for indigent community members in Queens, NY, New York City's most diverse borough and one of the most diverse locales in the world.

Our mission is to protect our clients from the far-reaching effects of prosecution through zealous advocacy and direct support services. We give life to our mission through our core values: a commitment to fostering an inclusive, diverse, and professional environment; relentless in our pursuit of justice; unwavering in our commitment to excellence in the courtroom and in the community; client-centered and holistic in our representation, advocacy, and support services; respectful of the individuals with whom we interact.

At Queens Defenders, dedicated teams of criminal defense attorneys, immigration lawyers, social workers, investigators, and client-support specialists come together to tirelessly champion justice for each and every client. Our highly skilled staff of 290, serves and positively impacts the lives of thousands of individuals annually through this collaborative and supportive approach.

### **IDEAL CANDIDATE**

The ideal candidate is an attorney with criminal law experience who is admitted to the New York State Bar or can be admitted through reciprocity. The candidate will possess a demonstrable background in criminal justice or public interest work, and a commitment to the mission of Queens Defenders. We are seeking individuals with strong self-motivation, critical thinking abilities, exceptional time management skills, and the ability to mentor co-workers and foster growth. The ideal candidate will possess the ability to work effectively both independently and as part of a management team, while demonstrating excellent communication and interpersonal skills. Supervisors are also tasked with leading a team of fellow attorneys by effectively communicating expectations, goals, and the QD way while fostering an open environment that facilitates communication. A commitment to producing high-quality work in a timely manner is essential. Familiarity with relevant criminal litigation practices, as well as previous hearing and trial experience is required.

## **ESSENTIAL DUTIES/RESPONSIBILITIES**

- Supervise staff attorneys and Legal Assistants to ensure the clients receive the best legal representation.
- Ensure the attorneys complete Daily Activity Sheets, hourly reports and update their case files with details as to case proceedings.
- Ensure that appropriate services, investigations, social work, experts, immigration, and community resources are provided to the clients and are noted in the files.
- Manage case coverage of attorneys, when attorneys are out sick, on vacation, Comp Day, and on trials while keeping the Managing Director informed of any changes.
- Conduct weekly case reviews with staff attorneys and maintain attorneys' file.
- Monitor caseload compliance and attorneys' appearances in court.
- Review attorneys' trial and hearing ready case files and second seat attorneys at felony hearings and trials.
- Review attorneys legal progress and recommend attorneys for felony certifications.
- Ensure staff development through CLE training, update on case laws, discovery, and motion practice.
- Identify, develop, and implement advocacy strategies to address systematic legal problems.
- Represent clients by maintaining a caseload and co-counseling with staff attorneys.
- Develop and maintain productive work environment.

## **QUALIFICATIONS**

- Juris Doctor with 10 years or more experience of practice, including extensive hearing and trial experience.
- Admission to New York Bar (or the ability to be admitted through reciprocity).
- Prior supervisory experience preferred.
- Demonstrated commitment to public interest or pro bono work.
- Excellent writing and oral communication skills.
- Ability to lead and motivate.
- Ability to work in a fast-paced environment and remain calm under pressure.
- Ability to work with highly confidential and privileged information.

## **TRAINING**

- Management seminars focused on communication and team building.
- Leadership skill development.
- Diversity and inclusion education.
- Professional growth and development trainings.

## **COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION**

Queens Defenders values diversity and believes that a diverse staff is best placed to represent our borough, which derives its beauty from being one of the most diverse locales in the world. To best serve our clientele, model the place in which we practice, and to cultivate the best environment

possible, we welcome applicants of diverse backgrounds, thoughts, perspectives, and experiences. We also provide all staff members with professional development and advancement opportunities because the more diverse and inclusive we are the more collaborative and supportive we are. For more information about our office generally, please visit our website at [www.queensdefenders.org](http://www.queensdefenders.org).

#### **BENEFITS**

- Salary: \$135,000 - \$150,000
- Health/Dental/Vision
- 401(k)
- Generous Paid time off
- Parental Leave
- Disability insurance
- FSA and HSA
- Life insurance