Position Summary: Represent SPD clients in cases assigned by SPD management pursuant to Chapter 977, Wis. Stats. Counsel and help train Appellate Division, Trial Division and private bar attorneys. Participate in committee projects and perform other duties assigned by the SPD.

Special Requirement: Maintain a license to practice law in Wisconsin.

A. Legal Representation.

A1. Represent and counsel clients in compliance with the SPD Policies and Procedures Manual, SPD Minimum Performance standards for the Appellate Division, SCR 20 (Rules of Professional Conduct for Attorneys), and applicable state and federal laws.

A2. Interview each client, respond to client inquiries, keep client informed of case status, applicable law, court dates, settlement discussions, litigation options and attendant risks. Document all client communications.

A3. Obtain and review: (a) the client’s court record (including transcripts, exhibits, and presentence investigation reports), (b) information from predecessor counsel, and (c) if necessary, the discovery materials and additional information. Conduct factual investigation and legal research. If necessary, obtain assistance from experts, investigators and client services specialists.

A4. Document findings, conclusions and decisions in each client file.

A5. Research, write and file motions, briefs, petitions, no-merit reports and other pleadings. Provide client with copies of all documents filed on his or her behalf, filed by opposing counsel, and generated by the court, during the case.

A6. Represent client at all hearings, arguments or other proceedings in his or her case.

A7. Forward the transcripts and court record to the client upon request when the case has been closed or forward a copy when a no-merit report has been filed.


B. Other Duties.

B1. Assist with mentoring and training staff and private bar attorneys.

B2. Be engaged in office business during regularly scheduled full-time or part-time work hours. Be accessible to the local office during work hours.
B3. Participate in committee projects and perform other duties assigned by SPD management.

B4. Comply with local office and agency rules, policies and procedures, management directives, SCR 20 (Rules of Professional Conduct for Attorneys), and applicable state and federal laws and regulations.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of law and procedures applicable in the state and federal trial and appellate courts for criminal law and all areas of law in which the attorneys practices, including civil commitment, protective placement (personal guardianship), revocation of conditional liberty (probation, parole, or extended supervision), sexually violent offender commitment, termination of parental rights, children in need of protection or services, and juvenile delinquency proceedings.

2. Skill and ability to manage a deadline-driven caseload, including the ability to prioritize and manage multiple tasks in an effective manner.

3. Knowledge, skill and ability in legal research, legal analysis and persuasive legal writing.

4. Knowledge, skill and ability in litigation, including pleading, investigation supervision, discovery, motions, witness presentation, and written and oral argument.

5. Skill and ability to negotiate settlements and mediate legal issues.

6. Commitment and dedication to indigent defense.

7. Ability to exercise independent judgment.

8. Effective oral, written, and presentation communication skills.

9. Ability to interact professionally with co-workers, justice system officials in the executive, legislative and judicial branches, clients and others.

10. Ability to work in a professional team environment.

11. Knowledge of and skills in utilizing computers and computer systems.