

**STATE OF NEW HAMPSHIRE
JUDICIAL COUNCIL**

EXECUTIVE DIRECTOR

Version: January 2016

BASIC PURPOSE: As a State Agency Head, the Executive Director ensures that the Judicial Council effectively and reliably fulfills its multiple statutory responsibilities, particularly with regard to the administration and oversight of the indigent-defense delivery system. The Executive Director also supports the Judicial Council's role as a forum for the development of ideas on improving New Hampshire's justice system.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Administers the indigent defense delivery system pursuant to RSA 604-A and RSA 604-B, ensuring its quality and cost effectiveness; provides general supervision over the Public Defender Program; selects, contracts with, and monitors the work of lawyers who represent indigent defendants; establishes and enforces eligibility guidelines and practice standards, assembles and analyzes data regarding caseloads and trends; addresses concerns, complaints, and questions from defendants, court administrators, legislators, prosecutors, judges, government agencies, and the media; and, serves as a liaison to government officials, attorneys, the courts, and the public on issues related to the indigent-defense system and its funding and operations; studies local, regional and national developments in criminal law, criminal procedure and indigent defense. Administers the Indigent Defense Fund supporting ancillary services for the defense of the indigent accused.
- Supports the delivery of legal and guardian-ad-litem services in child protection cases pursuant to RSA 169-C:10, RSA 604-A, and RSA 170-C:13; administers and monitors the contract with Court-Appointed Special Advocates of N.H. (CASA) to provide guardian-ad-litem services to children; provides the funding for services of private guardians ad litem when CASA volunteers are unavailable; ensures that lawyers meet established eligibility guidelines to provide representation to parents in child-protection cases and enforces established performance standards; assembles and analyzes statistical data regarding caseloads and trends in the child-protection system; and, serves as a liaison to government officials, service providers, the courts, and the public on issues related to providing lawyers and guardians ad litem for families.
- Serves as a liaison to the N.H. Legislature, providing information about the Judicial Council's areas of responsibility; determines the financial impact of proposed legislation and reports that information to the Legislative Budget Assistant; identifies and tracks legislation of interest to the Judicial Council; testifies at public hearings about the effects of pending legislation on the indigent-defense delivery system; and, carries out the Judicial Council's directives regarding specific legislation.
- Directs the operations of the Judicial Council administrative office, a state agency of the executive branch: constructs and administers the agency's \$26,000,000 annual budget including negotiating contracts, forecasting agency expenditures, testifying on behalf of the agency's budget submission, and providing information to the Legislative Budget Assistant and the House and Senate Finance Committees; approves all payments to service providers and monitors monthly expenditures; ensures compliance with statutory, financial, and procedural obligations; and serves as the department head, supervising support staff, attending department head meetings as directed by the Governor, updating the agency's Risk Assessment and Operational Continuity Plan, and enforcing the agency's Internal Controls and Financial Management Plan.

- Supports the delivery of legal services for indigent proposed wards in guardianship proceedings brought under RSA 463 and RSA 464-A.
- Administers the State of New Hampshire's appropriation on behalf of civil legal services.
- Serves on various boards and committees as required by statute, court order or practice, including the N.H. Bar Association's Committee on Cooperation with the Courts; the N.H. Bar Foundation Board of Directors; the N.H. Access to Justice Commission; the Interbranch Criminal and Juvenile Justice Council; the Judicial Performance Evaluation Advisory Committee; and the Guardian ad Litem Board.
- Performs other duties as needed to support the work of the Judicial Council or as directed by the Governor, the Legislature, or the Judicial Branch, including the production of reports on the progress of new initiatives in the justice system.

DISTINGUISHING FACTORS:

Skill: Requires skill in analyzing and interpreting data, policies, and procedures in order to arrive at logical conclusions or recommendations. Requires skill in interpreting statutory provisions and judicial decisions.

Knowledge: Requires knowledge of specific statutory provisions, executive branch rules, policies, and practices, Judicial Branch rules and procedures, the State budget process, legislative timetables and procedures, government contracting requirements and the laws and rules governing the operations of government agencies.

Impact: Serves as a recognized voice in the legal community on behalf of the Council's statutory and access-to-justice initiatives. Works to achieve short-term and long-term agency objectives involving strategic planning with the 24-member Council and collaboration with all three branches of State government. Works to reduce barriers that impair access to prompt representation for people entitled to counsel at State expense. Works to eliminate governance irregularities that could expose the Judicial Council to the risk of non-compliance and the risk of having insufficient funds for the delivery of services. Works to improve constantly the quality of representation provided to our State's least advantaged citizens.

Supervision: Requires significant supervision of work carried out by contractors and by appointed service-providers, including examining the performance, caseloads, budgeting and management of the 120-lawyer Public Defender Program, Court Appointed Special Advocates of N.H., 35 contract attorneys and over 50 private attorneys providing indigent-defense representation. Requires direct supervision of two employees providing support services, including scheduling and recommending leave, assigning work, reviewing work for accuracy, conducting performance appraisals, and interviewing and selecting applicants for position vacancies.

Working Conditions: Requires performing regular job functions under good conditions in a safe working environment.

Physical Demands: Requires sedentary work, including continuous sitting or occasional standing and walking.

Communication: Requires executive level oral and written communication skills to prepare and review letters, summaries, reports, fiscal notes, legislative testimony, draft legislation, and draft policies. Conducts presentations of recommendations, solutions, and goals to the Judicial Council, the Legislature, the Judicial Branch, various government officials, lawyers, service providers, the media, and the general public to promote the Agency's objectives and overall mission. Maintains open and active lines of communication with judges, clerks and court administrators regarding the performance of

lawyers and guardians ad litem. Interacts with lawyers and judges to remain abreast of developments in the legal community.

Complexity: Requires critical thinking and analysis of statistical data and other information to solve problems and to reach conclusions. This position requires interpretation of statutory provisions and case law, developing policies and long-term strategies, drawing conclusions based on available criteria, and evaluating the effectiveness of program objectives.

Independent Action: Requires extensive independent judgment in planning, implementing, and evaluating work procedures and in administering the development of professional, technical and managerial standards under minimal direction by the Council. Requires strong initiative in actively and creatively pursuing the goals of providing high-quality representation to the indigent accused, improving the delivery of justice and responsibly and reliably administering the Judicial Council's operations.

MINIMUM QUALIFICATIONS:

Education: Juris Doctor degree from a law school accredited by the American Bar Association.

Experience: Five (5) years of progressively responsible management experience involving financial management and public policy, and ten (10) years of experience in criminal defense, or equivalent familiarity with the New Hampshire criminal justice system. Familiarity with law and procedures in the areas of delinquency, child protection, guardianship, and involuntary civil commitment.

License/Certification: The successful candidate must be admitted to the Bar of one of the states in the United States or the District of Columbia. If not already a member of the N.H. Bar Association, the successful candidate will be expected to apply for admission at the next available opportunity.

SPECIAL REQUIREMENTS:

For appointment consideration, Executive Director applicants must successfully participate in a structured interview measuring possession of knowledge, skills, abilities, and experience identified as necessary for satisfactory job performance. The structured interview is developed and administered by the NH Judicial Council.

RECOMMENDED WORK TRAITS:

Considerable knowledge of modern management including the principles and practices of financing and budgeting. Ability to interpret statutes and analyze statistical data to make sound recommendations. Ability to apply established practices, theories, techniques and methodology of management to problems in both defined and abstract areas. Ability to understand the overall programs of the agency and to develop proposals for efficient operations. Ability to establish and maintain effective and collaborative working relationships with legislators, government officials, department heads, other agency's staffs, employees, and the general public. Ability to represent the agency in a professional manner at all times with limited direction.

DISCLAIMER STATEMENT:

This job description includes primary job functions but is not intended to list every specific job function.

COMPENSATION:

The salary for this position is set by NHRSA 94:1-a.