



CARL D. MACPHERSON
Executive Director

METROPOLITAN PUBLIC DEFENDER SERVICES, INC.

Trainer Chief Attorney Job Description

Job Title: Trainer Chief Attorney

Department: Training

Reports to: Training Director

Classification: Full Time - Exempt

Grade: 14

Salary: \$117,150.02 - \$156,773.24

Union Representation: N/A – At Will Employment

Job Summary:

The Trainer plans and coordinates a robust training program utilizing and developing resources within the office, primarily for Attorneys but also for legal professional support staff. This position mentors and trains all team members, including Certified Law Students on a continuing basis. This position will work in close conjunction with other management Chiefs to meet the training needs of all MPD staff.

Supervisory Responsibilities:

- Limited : CLSs and SPPE candidates

Duties/Responsibilities:

- Provide training for all newly hired Attorneys.
- Assist in recruitment of Attorney positions to include Research & Writing and Certified Law Clerks.
- Identify specialized training needs on a unit and County specific need.
- Organize and coordinate training programs in consultation with the Training Director.
- Research and prepare training materials, outlines, practice guides, and motions.
- Provide innovative foundational and supplemental training.
- Serve as a resource to all staff, particularly staff Attorneys to staff cases.
- Co-counsel cases with Attorneys.
- Handle assigned caseload (approximately 0.25 caseload).
- Attend and participate in management meetings.
- Assist with coverage, as needed.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Ability to pass a background check to access clients and witnesses in correctional facilities (may preclude employees and applicants arrested and jailed in preceding two years.) and

to testify in court without impeachment (may preclude employees and applicants convicted of certain crimes within the prior 15 years).

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to function well in a high-paced and at times stressful environment.
- Proficient with Microsoft Office Suite or related software.

Education and Experience:

- Must be a current member of the Oregon State Bar in good standing or eligible for reciprocity admission.
- Experience working in indigent criminal/juvenile defense.
- OPDC qualified to handle misdemeanor and felony cases.
- Preference for misdemeanor and felony trial experience.
- Preference for experience with training, coaching and/or supervision.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift to 15 pounds at times.