

Salt Lake Legal Defender Association
Assistant Director Position

Salt Lake Legal Defender Association represents individuals in Salt Lake County who have been charge with clients and who are indigent. The organization is an independent non-profit that is predominantly funded by Salt Lake County and receives additional funding from other government agencies and grants. The organization has about 180 employees, made up of 100 attorneys, 22 social service team members, 10 investigation team members, a 6-person file processing team, 32 legal assistants, and clerks and externs. The leadership team includes leaders from the felony trial attorney teams, the appellate team, the justice court team, investigations, social services and legal assistants.

Some of the areas in which the Assistant Director would have responsibilities and opportunities include:

- Organizational structure and process
- Financial information and systems (familiarity with the budget, monthly expenditures, planning for the annual budget)
- Compensation process (familiarity with salaries, roles, benefits, employee status, payroll, PTO)
- Review, development and continuous improvement of organizational processes for areas such as litigation expenses, continuing education, conflicts, work schedules, events, workspace, technology, systems, hiring, employee development
- Collaborate with the Executive Director and the leadership team which includes File Processing, Investigations, Legal Assistants and Social Services
- Work with community and funding partners
- Assist with Office of Professional Conduct matters
- Work with external accountant and other consultants such as LOC, NFP, and others.

The position requires the Assistant Director be licensed to practice law in Utah, have at least 5 years of criminal legal practice, preferably in a public defender organization. The preference is for the candidate to have experience leading a team.

The Assistant Director must have excellent communication skills, a collaborative approach, be curious about processes and people, have a commitment to continuous improvement, and have experience to working with people from diverse backgrounds and experiences.