



ISABELLA COUNTY
Managed Assigned Counsel (MAC) Administrator
Contractual Position

GENERAL SUMMARY

In cooperation with the Isabella County Public Defender and the Isabella County Administrator Controller, the Managed Assigned Counsel (MAC) Administrator is responsible for operating the county's Managed Assigned Counsel Contract to ensure that adult defendants receive competent legal representation in criminal proceedings, neglect and abuse petitions and juvenile delinquency petitions. The MAC Administrator is responsible for screening, selecting and maintaining a roster of eligible attorneys for case assignment, evaluating attorney performance, maintaining payments, authorizing investigating and expert resources and performing other duties associated with the provision of competent and consistent legal representation.

The MAC Administrator will accept assignments of cases directly from the Public Defender's Office wherein the Public Defender's Office is determined to have a conflict of interest or is beyond their caseload. The types of cases handled by the MAC Contract are both cases controlled by Michigan Indigent Defense Commission (MIDC) Standards as well those not controlled by MIDC, including but not limited to, Neglect and Abuse cases, Juvenile Delinquency, Mental Petitions, etc.

The MAC Administrator may assign and/or supervise the work of others and is directly responsible for making sure attorneys on the MAC Contract are in compliance with all MIDC Standards. The MAC Administrator works under limited supervision of and in partnership with the Public Defender, with considerable latitude for the use of initiative and independent judgment.

The MAC Administrator is responsible for collecting monthly billing from attorneys on the MAC Contract and ensuring its completeness and accuracy. The MAC is also responsible for helping to facilitate CLE opportunities with the contract attorneys. The MAC Administrator approves funding for experts and investigators for cases handled by attorneys on the MAC Contract.

Monthly reports, summarizing billing and compliance are due to the County Administrator Controller at the time of billing.

This is a contract position, requiring renewal prior to October 1st of each year.

MINIMUM REQUIREMENTS:

- Juris Doctorate degree from an accredited law school
- Experience in the practice of law and law office administration
- Familiarity with Michigan Indigent Defense Commission Standards
- Familiarity with the Isabella County Trial Court

FEE:

- \$2000 per month

HOW TO APPLY:

Cover letter and resume can be mailed to the Isabella County Administrator Controller's Office located at 200 N. Main Street, Mt. Pleasant, MI 48858 or emailed to admin@isabellacounty.org.

DEADLINE: June 30, 2022