

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

CLIENT SERVICES COORDINATOR

I. INTRODUCTION

This classification specification is the basic authority [under Wis. Admin. Code ER 2.04] for making classification decisions relative to a management position located within the Office of the State Public Defender. This classification specification defines the single position responsible for directing the Client Services Program and coordinating the services provided by Client Services Specialists in the Office of the State Public Defender. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities that currently exist, or those that result from changing program emphasis in the future.

II. DEFINITION

Under the administrative direction of the Deputy State Public Defender this position is responsible for the development and management of the Client Services Program for the Office of the State Public Defender, including on-going coordination of the Client Services Program and the professional supervision of client services staff. Under the supervision of the Madison Appellate First Assistant, this position provides professional support for all appellate attorneys in developing client services aspects of their cases, and assists the Conditions of Confinement Attorney with specified cases and projects. Responsibilities include direction of the client services program, coordination and consultation to Client Services Specialists, provision of services to Appellate Division clients, including the development of various aspects of the client's case, and other related duties.

III. QUALIFICATIONS

The qualifications required for this position will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.