JOB TITLE: ASSISTANT PUBLIC DEFENDER - FELONY

DEPARTMENT: NORTH HILL COUNTRY PUBLIC DEFENDER OFFICE (NHCPDO)

SALARY: $104,106.53 - $124,106.53

LOCATION: BLANCO, BURNET AND LLANO COUNTY

CLOSING DATE: UNTIL FILLED

GENERAL DESCRIPTION

This position is an exempt position that requires the need for a valid Texas State Bar License in good standing. This position requires knowledge of Texas law, and provides a full range of legal services to indigent defendants in the assigned felony, misdemeanor or juvenile cases in the assigned county. Document processing, and/or record keeping, and preparation and presentation of legal cases in jury and bench trials are necessary to fulfill this position. Position assists in the daily operation of the Public Defender's Office.

ESSENTIAL RESPONSIBILITIES AND DUTIES
1   Represents indigent clients in court as assigned in Burnet County in felony cases.
2   Evaluates, investigates and offers legal advice in assigned cases, providing analysis of pending charges and defenses.
3   Represents indigent clients in plea offers and negotiations, jury trials, trials before the court, contested matters before the court and dismissals.
4   Interviews clients and potential witnesses and discusses the facts and applicable law with clients.
5   Conducts legal research, drafts legal documents and interprets laws, rules and regulations.
6   Reviews evidence, inspects crime scenes and prepares investigative requests.
7   Documents client files, prepares trial notebooks and maintains statistical information regarding caseload and dispositions.
8   Direct other office personnel and assist other public defenders as needed.
9   Ensures the Chief Public Defender is kept apprised on all matters to assure timely and efficient operations.
10 Regular attendance is required.

ADDITIONAL RESPONSIBILITIES
1   Performs all other related duties involved in the operation of the office as assigned by the Chief Public Defender and necessary to support the BCPDO.
2   Cross-train the office personnel and other public defenders on procedures to follow on cases, behavior in a courtroom setting, and in preparation of legal documents.
3   Coordinates the flow of information between the BCPDO and other departments and/or outside agencies.

EDUCATION REQUIREMENTS

Graduation from an accredited law school with a license, in good standing, to practice law in the State of Texas.

EXPERIENCE AND SKILLS

- One (1) year experience practicing law required.
- Requires knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar. Must also have the ability to read and understand information and ideas presented in writing. Must have the ability to speak English clearly to be understood by others.
- Must have a high level of critical thinking and problem-solving skills along with excellent communication, organizational and planning skills.
- Must have the ability to meet and serve a diverse group of individuals in a friendly and efficient manner.
- Must have and maintain the ability to perform in an environment of rapid change, working under pressure and meeting deadlines.
- Must possess and maintain a valid Texas Driver License at all times.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Ability to sit for prolonged periods while using desktop computer, laptop computer, telephone, adding machine and other common office machines in a standard office environment. Must be able to lift up to 10 pounds occasionally. Frequently required to talk, hear, see, sit, stand, use hands and arms to carry and reach. Occasionally may need to stoop or crouch.

SPECIAL CONDITIONS

This position determines how to prioritize work so that it is accomplished in a timely and professional manner. Incumbent proofs work to determine if revisions are required. Determines how to handle hostile clients and/or public members. Decisions regarding personnel issues and policy questions are to be referred to the Chief Public Defender.