

**WEBB COUNTY
JOB DESCRIPTION**

JOB TITLE: WEBB COUNTY PUBLIC DEFENDER

REPORTS TO: WEBB COUNTY COMMISSIONERS COURT

DEPARTMENT: PUBLIC DEFENDER'S OFFICE

JOB SUMMARY :

Responsibilities for ensuring the Public Defender's Office provides a full range of services to indigent criminal defendants. Directs and coordinates the day-to-day operations of the public Defender's Office. Utilizes subordinate managerial personnel. Provides advice and counsel to managerial personnel and to the staff as a whole. Work involves advanced legal work by directly handling court assigned cases as well as supervising and training subordinate staff in all areas of trial techniques, negotiation, and legal research. Responsible for all administrative, managerial, and budgetary decisions. Develops and approves all policies and procedures utilized and in my office.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Under general direction supervise, trains, and oversees the workflow of the Assistant Public Defender's and office staff.
- Manages an active criminal caseload including high profile, complex and special assignment cases; represents the defendant verbally and through written correspondence.
- Performs in-depth research for complex issues which may be unique or controversial and provides resource and research assistance to other staff attorneys.
- Maintains client relationship through continued visits, phone and written correspondence, and responds to questions and concerns from clients.
- Maintains awareness of new court decisions, new laws, and revised rules and regulations through conferences, workshops and relevant periodicals.
- Writes appellate briefs and pleadings for filing in the Texas Court system.
- Answers questions and assists the legal community regarding criminal law issues.
- Performs related duties as required.
- Prepares and approves budgetary input and expenditures
- Supervises, evaluates, develops and trains staff in all areas involving the defense of indigent clients.

QUALIFICATION REQUIREMENTS:

- Graduation from an accredited college or university with a Doctorate of Jurisprudence, and five years experience in the practice of criminal law and felony trial experience, including three years of supervisory experience.
- Must be licensed to practice law in the State of Texas.
- Comprehensive knowledge of criminal defense law and appeals; good knowledge of legal research and writing skills including familiarity with computer-based legal research, good knowledge of investigatory methods. Skills in supervising professional employees; skill in organization and presentation of facts and supporting logic; skill in communicating effectively in English and Spanish with hostile, abusive or irrational individuals; skill in community effectively both verbally and in writing.
- Ability to establish and maintain effective working relationship with co-workers, County employees, outside organizations, service providers and the general public.

- Ability to prioritize, plan and organize work to meet numerous and amended deadlines for motions, extensions, show cause and evidentiary hearing and other court requirements.
- Ability to operate personal computer and basic office equipment.

OTHER SKILLS AND ABILITIES:

- Requires the ability to read a variety of reports, correspondence, technical manual, forms, logs, charts, etc.
- Requires the ability to prepare a variety of reports, forms, etc. Using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.
- Requires the ability to speak to people with poise, voice control and confidence.
- Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of technical instructions diagrammatically form; and to deal with several abstract and concrete variables.
- Requires the ability to deal with people beyond giving and receiving instructions.
- Must be adaptable to performing under minimal levels of stress when confronted with persons acting under stress.
- Ability to work irregular hours.
- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County.

SAFETY REQUIREMENTS:

Required to follow all Webb County safety policy and regulations.

DRUG/ALCOHOL POLICY:

Drug/Alcohol Policy applies to this job. Pre-employment drug/alcohol testing is required.

ACKNOWLEDGEMENT:

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed and/or implied.

Employee Signature/Date

Supervisor's Signature/Date

Printed Name

Printed Name

**WEBB COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND COMPLIES WITH THE
AMERICAN WITH DISABILITY ACT.
EMPLOYMENT WITH WEBB COUNTY IS ON AN "AT-WILL" BASIS.
STATEMENT OF QUALIFICATIONS PACKET REQUIREMENTS:**