



**Supervising Attorney (Immigration)**  
Public Defender's Office

PDO/  
Pay Grade: 24

**JOB SUMMARY**

This position is responsible for supervising and participating in the provision of legal representation to appointed indigent clients, and providing advice to Assistant Public Defenders and clients regarding any collateral immigration issues related to their criminal case(s).

**MAJOR DUTIES**

- Represents clients who have been charged with an offense; meets with clients and provides advice concerning charges pending; advises clients on collateral immigration consequences and available options.
- Meets with Assistant Public Defenders to discuss immigration consequences related to a client's criminal case.
- Prepares memos for attorneys regarding immigration consequences for clients.
- Prepares pre-plea advisal memos for clients.
- Prepares post-plea advisal letters for clients.
- Researches case law and special legal issues in immigration and criminal cases.
- Remains informed of new court decisions, new laws, and revised rules and regulations in immigration and criminal law.
- Assists in preparation for trial on criminal cases with immigration consequences.
- Negotiates cases with Assistant District Attorneys, clients, and meets with family members.
- Conducts training seminars for Assistant Public Defenders regarding immigration issues.
- Prioritizes, plans, and organizes work to meet numerous deadlines including deadlines for advisal memos.
- Maintains legal files and records.
- Performs any other duties as assigned.

## KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of local, state and federal law dealing with immigration and criminal matters.
- Knowledge of investigative tools and techniques.
- Knowledge of trial proceedings.
- Knowledge of computer and job related software programs.
- Skill in the completion of legal research.
- Skill in producing persuasive legal arguments.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish.

## SUPERVISORY CONTROLS

The supervisor assigns work in terms of department goals and objectives.

The supervisor reviews the implementation of advisal memos.

## GUIDELINES

Guidelines include knowledge of grant requirements, local, state and federal laws; the Code of Criminal Procedure; and department and county policies and procedures. These guidelines require judgment, selection and interpretation in application.

## COMPLEXITY/SCOPE OF WORK

- The work consists of varied legal, management and supervisory duties. The variety of tasks to be performed contributes to the complexity of the position.
- The purpose of this position is to supervise and participate in the provision of legal services to indigent clients. Success in this position contributes to the effective and efficient representation of clients in criminal and immigration matters.

## CONTACTS

- Contacts are typically with co-workers, other county employees, attorneys, law enforcement personnel, clients, and members of the general public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; to motivate or influence persons; or to provide advisal memos.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table.
- The work is typically performed in an office.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position will have functional supervision over assigned personnel.

## MINIMUM QUALIFICATIONS

- Graduation from an accredited school of law.
- Minimum two years experience in criminal and immigration law preferred.
- Current membership in the State Bar of Texas.

## OTHER REQUIREMENT/INFORMATION

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing,
- Motor Vehicle Record (MVR) and criminal background checks are required.
- This position *is not covered* under Civil Service; however, all other Webb County policies apply.

## 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 or implied.

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Employee's Signature

Print Name

Date

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Supervisor's Signature

Print Name

Date