



**TITLE:**

**WEEKEND INDIGENT DEFENSE COORDINATOR– (NON-EXEMPT)  
PART-TIME – WEEKENDS (SATURDAY AND SUNDAY)  
6:00AM – 3:00PM (16 HRS. PER WEEK)**

**GRADE/STEP: 11/A - 11/E: \$14.42 - \$15.16 PER HR.**

**DEPARTMENT: PRE-TRIAL SERVICES**

**JOB SUMMARY**

Responsible for interviewing and identifying indigent persons arrested and in custody during the weekend. Qualifying indigent persons shall be appointed attorneys during the weekend magistrate process and allowed to have indigency considered as a factor in establishing reasonable bail.

**MAJOR DUTIES**

- Must process all front-end court appointments of attorney at magistrate court
- Determines appropriate documents to present to the Magistrate in order to facilitate the arrested persons being magistrate, if he/she qualifies for a court appointed attorney.
- Answers questions in person, by email and by telephone, regarding the indigent person in custody.
- Prepares and routes appropriate Orders of indigency and court appointments to the Magistrate, appointed attorneys and pre-trial services.
- Must manage and monitor the court appointment list of attorneys for the Magistrate.
- Performs related duties as required.

**KNOWLEDGE REQUIRED BY THE POSITION**

- Ability to communicate effectively in English and Spanish.
- Good knowledge in legal terminology and the criminal judicial process and procedures
- Must be proficient in the use of a computer and Microsoft Software.
- Must have experience in the use of office equipment.

**SUPERVISORY CONTROLS**

Under the immediate guidance of the magistrate assistant and the general supervision of the operations supervisor.

**GUIDELINES**

Guidelines include any federal, state, court, county and department policies and procedures. These guidelines are generally clear and specific, but may require interpretation in application.

## COMPLEXITY/SCOPE OF WORK

Interview inmates (Face to Face), to determine qualifications for an attorney appointment. Clerical duties include completing and organizing documents for the Magistrate to review electronically. Once Court has adjourned, documents must be electronically filed in the Odyssey computer system.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- Must be able to sit or stand for prolonged periods of time.
- Must possess excellent organizational skills
- Must be self-motivated and work independently with minimal supervision
- Must be able to function and troubleshoot in a fast pace environment
- Must be able to work in a high secured institutional correctional facility
- Must be able to work in confine spaces
- Must be able to deal with hostile or irrational individuals
- Required to work weekends; Saturday and Sunday 6:00am – 3:00pm
- Must be able to lift at least 25 lbs.
- Must be able to read and write in English
- Must be able to type and use a computer

## MINIMUM QUALIFICATIONS

- Must have a verifiable associate degree in criminal justice or related field from an accredited college, or an equivalent combination of college credits and work experience in the field required.
- Must have a minimum of 2 years judicial system work experience

## OTHER REQUIREMENT/INFORMATION

- Must possess a valid and current driver's license.
- Obtain a Notary Public bond within a reasonable time frame, provided by Webb County
- 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.
- Position *is not entitled* to retirement benefits and health benefits.
- Position *is not entitled* to earn any annual leave, sick leave or compensatory time.
- Position is grant funded for one (1) year, unless the grant is approved for a second term by the TIDC or if Webb County will fund the position, moving forward.

**ACKNOWLEDGEMENT**

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by 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