



Supervising Attorney
Public Defender's Office

PDO/4
Pay Grade: 24

JOB SUMMARY

This position is responsible for supervising attorneys, and participating in the provision of legal representation to adult clients.

MAJOR DUTIES

- Defends adult accused of committing criminal offences; participates in hearings and interviews clients.
- Conducts background investigations; interviews witnesses, victims, and law enforcement officers.
- Researches case law.
- Prepares legal motions.
- Prepares cases for trial; represents clients in court.
- Negotiates cases with District Attorneys, clients and family members.
- Discusses cases with probation officer.
- Obtains and reviews medical records.
- Remains informed of new court decisions, new laws, and revised rules and regulations.
- Prioritizes, plans and organizes work to meet numerous deadlines and amended deadlines for motions, extensions, evidentiary hearings, and other court requirements.
- Maintains legal files and records.
- Perform any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of local, state and federal law.

- Knowledge of investigative tools and techniques.
- Knowledge of trial proceedings.
- Knowledge of computers 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 training and supervising personnel.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish.

SUPERVISORY CONTROLS

The supervisor reviews work through conferences, reports, and observation of court and department activities.

GUIDELINES

Guidelines include local, state and federal laws; the Code of Criminal Procedures; 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 attorneys, and participate in the provision of legal services to adult clients. Success in this position contributes to the effective and efficient representation of clients.

CONTACTS

- Contacts are typically with co-workers, other county employees, attorneys, law enforcement personnel, victims, witnesses, clients, probation officers, 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 justify, defend or negotiate matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting,

standing or stooping.

- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Assistant Public Defenders.

MINIMUM QUALIFICATIONS

- Graduation from an accredited school of law.
- Must have one to three years' experience or service.
- 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 covered* under Civil Service, therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County policies.

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.

Employee's Signature

Print Name

Date

Supervisor's Signature

Print Name

Date