



**2<sup>nd</sup> Assistant Public Defender**  
Public Defender's Office

PDO/19  
Pay Grade: 26

**JOB SUMMARY**

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

**MAJOR DUTIES**

- Represents clients who have been charged with a felony offense; meets with clients and provides advice concerning charges pending and available options.
- Researches case law and special legal issues.
- Conducts background investigations; interviews witnesses, victims, and law enforcement officers.
- Prepares cases for trial; represents clients in court.
- Negotiates cases with District Attorneys, clients and family members.
- 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, show cause and evidentiary hearings, and other court requirements.
- Supervises and delegates responsibilities to legal secretaries and investigators.
- Guides and assists other attorneys as needed.
- 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 1<sup>st</sup> Assistant Public Defender assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of 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 and participate in the provision of legal services to indigent 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, 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.
- The work is typically performed in an office.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has direct supervision over Assistant Public Defender (13) and Chief Criminal Investigator (1). Must possess a valid and current Texas driver's license.

**MINIMUM QUALIFICATIONS**

- Graduation from an accredited school of law.
- Must have three to five years of related experience.
- Current membership in the State Bar of Texas.

**OTHER REQUIREMENT/INFORMATION**

- Must possess a valid and current 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
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