

# **Kerr County**

## **Job Posting Announcement**

Posting Date: 12/22/2020

Closing Date: Until filled



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**Available: 1/4/2021**

**Position/Title: Office Administrator, Hill Country Regional Public Defender**

**Pay Grade: \*(range \$50,000 to \$60,000)**

The newly created Hill County Regional Public Defender Office (HCRPDO) is seeking to hire an Office Administrator, to be located at the primary office in Kerr County. The HCRPDO represent persons who are not financially able to hire legal counsel in Kerr, Gillespie, Kendall, Bandera and Medina Applications will be accepted on a rolling basis beginning January 4, 2021. Applicants must be willing to relocate to reside within the region. Compensation includes an annual salary of \$50,000 to \$60,000, based upon experience, plus benefits of employment with Kerr County including health care and retirement.

This position provides a full range of support services to assisting in the daily operation of the Public Defender Office.

### **ESSENTIAL JOB DUTIES:**

Responsible for providing administrative support in a law office. Assists attorneys, case managers, investigators and legal assistants with managing schedules, coordinating meetings and travel, answering phones, and communicating with clients.

- 1) Provide administrative assistance to legal staff in a law office.
- 2) Manage schedules, including trial dates and hearings.
- 3) Coordinate appointments, meetings, and business travel. Schedule conference rooms.
- 4) Plan, support, and implement logistics for executive level internal events.
- 5) Coordinate meetings, teleconference, and video conferences.
- 6) Coordinate with customers, external counsel and other vendors to obtain and exchange information and documentation related to legal matters.
- 7) Assess the urgency of situations and determine appropriate actions, monitor status of pending item, provide follow up and keep management informed by communicating a wide variety of information.
- 8) Prepare legal correspondence and presentations.
- 9) Maintain legal management systems.
- 10) Conduct research for report preparation.
- 11) Train attorneys and support staff in the use of all office systems, including case management system, filing protocols, and docket/diary procedures.
- 12) Utilize case management system for electronic data management of legal files and creation of management reports.
- 13) Ensure that all necessary information is shared between clients and attorneys on various files.
- 14) Oversee and coordinate acquisition and maintenance of legal research and reference materials for office, including hard copy and electronic materials.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- 1) Knowledge of Court procedures and case flow management.
- 2) Knowledge of indigency requirements.
- 3) Skill in operating a personal computer and utilization of general office and criminal justice software.
- 4) Ability to develop, implement, and administer goals, objectives, and procedures for providing effective and efficient service for the HCRPD office.
- 5) Ability to perform detailed and difficult administrative duties and use independent judgment and personal initiative in the performance of assigned duties.
- 6) Ability to provide administrative and professional leadership and direction to subordinate staff.
- 7) Ability to communicate clearly and effectively.
- 8) Ability to establish and maintain effective working relationships with HCRPD staff, outside entities and the general public.

**EDUCATION AND EXPERIENCE:**

- 1) Bachelor's Degree from an accredited college or university
- 2) Four (4) years of court clerk or administrative experience in the field of court administration or criminal justice with two (2) years of supervisory experience.
- 3) Any combination of education and experience that demonstrates the required knowledge, skills, and abilities to perform the duties and responsibilities of this role.

**Application Information:**

**An Application must be completed for each position. No résumés accepted in lieu of an application form.** Applications can be downloaded from the Human Resources Department section of the Kerr County website: [www.co.kerr.tx.us](http://www.co.kerr.tx.us) and returned to:

Jennifer Doss  
Human Resources, Kerr County Courthouse  
700 Main Street, Room BA-104  
Kerrville, TX 78028

Kerr County is an Equal Opportunity Employer. A background check will be required of finalist. New or Rehire potential employees will be required to provide documentary proof of their eligibility for employment. Kerr County is a public employer; therefore, all applications are public information.