

Kerr County

Job Posting Announcement

Posting Date: 12/22/2020

Closing Date: Until filled



Available: **01/04/2021**

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

Location: **Position will staff either Hondo or Kerrville, Texas office**

Pay Grade: **\$56,000 TO \$66,000 DOE**

The Hill County Regional Public Defender Office Misdemeanor Public Defender represents persons who are not financially able to hire legal counsel in Kerr, Gillespie, Kendall, Bandera and Medina Counties primarily for those facing misdemeanor criminal charges..

This position provides a full range of legal services to indigent defendants in the assigned misdemeanor court as well as assist in the daily operation of the Public Defender Office. The Misdemeanor Public Defender primary responsibility is to handle the misdemeanor case load. Additional responsibilities will be assisting in juvenile cases, mental health dockets, and assisting felony defenders in felony trial preparation, trials and consulting with clients and witnesses, and appeals as directed.

KNOWLEDGE, SKILLS, AND ABILITIES

- 1) Ability to review new cases assigned to the HCRPDO.
- 2) Ability to prepare cases for representation in court.
- 3) Ability to meet with defendants regarding legal issues.
- 4) Ability to routinely make jail visits for defendants incarcerated.
- 5) Negotiates plea arrangements with counsel for the state.
- 6) Prepares files and represents clients in pretrial motions and hearings.
- 7) Consults with clients regarding legal process and preparation for trial when necessary.
- 8) Prepares cases and witnesses for trial.
- 9) Represents the client in bench and jury trials.
- 10) Prepares and files appellate briefs and appears in appellate courts when necessary.
- 11) Performs all other duties as assigned.

EDUCATION AND EXPERIENCE:

- 1) No less than one year of experience in state courts, clerkship or employment in a law related office, having worked in a Law School practicum clinic or having participated in Inter-Law School mock trial competitions.
- 2) Completion of 10 hours of CLE in criminal law topics within 120 days of hire.
- 3) Graduate from an ABA approved Law School.
- 4) Current active membership in the State Bar of Texas, in good standing or eligible for a third year Texas Bar Card and scheduled to take the next available Texas Bar Exam within 6 months from date of hire.
- 5) Valid Texas driver's license and reliable motor vehicle.
- 6) Must possess the skill and ability to manage a demanding and diverse caseload assigned from the Chief Public Defender

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 and returned to:

jdoss@co.kerr.tx.us

or mail 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.