

Kerr County

Job Posting Announcement

Posting Date: 12/22/2020

Closing Date: Until filled



Available: 04/01/2021

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

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

The newly created Hill County Regional Public Defender Office HCRPDO is seeking a Misdemeanor Public Defender, to represent 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. 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 \$56,000 to \$66,000 , depending on experience, plus benefits of employment with Kerr County including health care and retirement.

This position provides a full range of legal services to indigent defendants in the assigned misdemeanor courts. Assists in the daily operation of the Public Defender Office. 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 involving criminal representation in state courts, or having worked in a criminal defense clinic
- 2) Completion of 10 hours of CLE in criminal law topics within 60 days of hire.
- 3) Juris Doctor Degree from an ABA approved Law School.
- 4) Current active membership in the State Bar of Texas, in good standing.
- 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:

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.