

COUNTY OF POTTER
EMPLOYMENT OPPORTUNITIES

AN EQUAL OPPORTUNITY EMPLOYER

The County of Potter needs qualified individuals to fill the following position. If you are interested in a position and feel that you are qualified or if you know someone who might be qualified for this position, please send your resume to the Managed Assigned Counsel Office, 900 S. Polk, Suite 200, Amarillo TX 79101. vaavia.rudd@papdmac.org. The decision to interview any applicant is made at the sole discretion of the department head in whose department the opening exists. The following requirements and qualifications are necessary to apply for the position:

Fellowship Attorney

Our mission is to lead young lawyers in developing the skills necessary to be competent criminal defense lawyers in Potter or Armstrong County, TX. This position will require the Fellowship Attorneys to represent indigent clients assigned through the Managed Assigned Counsel Office. Fellowship Attorneys will be trained beginning with misdemeanor cases and will be given the opportunity to assist other attorneys in felony cases, enabling the Fellowship Attorneys to become qualified to try felonies. The Fellowship attorneys will be required to meet with and maintain contact with clients, attend hearings, arraignments, docket calls and trials. Mentoring in law office management, case load management and criminal defense practice will be provided.

Duties and Responsibilities:

- Assures zealous representation for indigent clients.
- Meets with indigent clients to give legal advice, explain legal options, and discuss plea offers or trial strategies.
- Researches, analyzes, and interprets issues of law. Prepares memoranda, motions, and other pleadings. Reviews drafts of pleadings, motions, and memoranda prepared by legal staff.
- Appears in court for trial, pleas, and other hearings.
- Works with other attorneys in the formulation of legal strategies and options for clients.
- Communicates with clients, witnesses, and law enforcement as required, including regular trips to jails and prisons. May include initial appearance with recently arrested clients.
- Assists other attorneys in researching legal issues and in preparing memoranda, pleadings and motions.
- Prepares cases for jury trials, bench trials, open pleas, and contested motion hearings.
- Works with the social services and mental health coordinator to get clients into appropriate social and behavioral health services. Works for alternative dispositions where

appropriate such as specialty courts, mental health treatment, pre-trial diversion, and other options.

- Negotiates with prosecutors on behalf of clients.
- Maintains good standing with the State Bar of Texas along with all required CLE.
- Assures zealous representation for indigent clients.
- The duties listed above are examples of types of work that may be performed. Nothing in this job description restricts the Director's right to assign or reassign duties and responsibilities to this job at any time as the need arises.

Requirements

- A J.D. degree and license in good standing to practice law with the State Bar of Texas.
- Good trial skills and/or a willingness to develop such skills are required.
- Effective organizational and time management skills required to successfully execute duties.
- Must be able to manage a demanding caseload and trial schedule.
- May require evening and weekend hours. Travel may be required as well.

Preferences

- Foreign Language Speakers. (Spanish and Burmese are high demand)
- Good technological abilities.
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Potter County is an Equal Opportunity Employer

Salary: \$50,000-\$60,000 Depending upon experience and special skills/foreign language.

Send resume and references to vaavia.rudd@papdmac.org

If you have any questions, call (806)242-3415.

Interested candidates may also submit a Potter County employment application (accessible at www.co.potter.tx.us) and forward said application letter of interest, resume, and references to:

Potter County Human Resources Department
900 South Polk Street, Suite 705
Amarillo, Texas 79101
E-mail: terrirobertson@co.potter.tx.us

APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED

POTTER COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISIONS OF SERVICES.