

Medina County

Job Posting Announcement

Available: **Immediately**

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

Location: **Position will staff Kendall or Medina County, Texas Office**

Pay Grade: **\$20.00 per hour for 20 hours per week**

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

This internship is a part-time, temporary position that provides a full range of legal services to indigent defendants in the assigned court as well as assist in the daily operation of the Public Defender Office. The Intern's primary responsibility is to assist the attorneys in handling all aspects of criminal cases. Additional responsibilities will be assisting in juvenile cases, mental health dockets, assisting attorneys in trial preparation, trials, 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) Prepares files for pretrial motions and hearings.
- 6) Consults with clients regarding legal process and preparation for trial when necessary.
- 7) Prepares cases and witnesses for trial.
- 8) Prepares appellate briefs.
- 9) Performs all other duties as assigned.

EDUCATION AND EXPERIENCE:

- 1) Completion of the second year of law school.
- 2) A shown interest in trial advocacy and/or criminal law.
- 3) In good standing or eligible for a third year Texas Bar Card.
- 4) Valid Texas driver's license and reliable motor vehicle.
- 5) Must possess the skill and ability to manage a demanding and diverse caseload assigned from the Chief Public Defender or Deputy 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 Medina County website: www.medinatx.gov and returned to: hr@medinatx.gov or visit our Human Resources office at 1300 Avenue M, Room 130 Hondo, TX 830-741-6111.

Medina 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. Medina County is a public employer; therefore, all applications are public information.