

Medina County

Job Posting Announcement

Available: **Immediately**

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

Location: **Position will staff the Kendall County, Texas Office in Boerne, Texas**

Pay Grade: **\$66,000 TO \$76,000 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 assists in the daily operation of the Public Defender Office. The Misdemeanor Public Defender's primary responsibility is to handle the misdemeanor case load. Additional responsibilities will be assisting in juvenile cases and mental health dockets, assisting felony defenders in felony trial preparation and trials, consulting with clients and witnesses, and perfecting 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 incarcerated defendants.
- 5) Negotiate plea arrangements with counsel for the state.
- 6) Prepare files and represents clients in pretrial motions and hearings.
- 7) Consult with clients regarding legal process and preparation for trial when necessary.
- 8) Prepare cases and witnesses for trial.
- 9) Represent the client in bench and jury trials.
- 10) Prepare and files appellate briefs and appear in appellate courts when necessary.
- 11) Perform 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 résumé's accepted in lieu of an application form. Applications can be downloaded from the Human Resources Department section of the Medina County website: www.medinacountytexas.org and returned to: hr@medinatx.gov or visit our Human Resources office at 1300 Avenue M, Room 130 Hondo, TX 78301-6111

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.