

## **JOB ANNOUNCEMENT**

The County of Medina, Texas, is accepting applications for the position described below:

JOB TITLE: Pre-Trial Services Director

GENERAL STATEMENT OF DUTIES: This is a responsible position which involves independent judgment and requires maintaining confidentiality. Duties include oversight of pretrial staff, various cases, trainings, defense plans, and state law all under the direction of the Medina County Judge. This person must also be able to perform the functions of the County's Pretrial Services Department in compliance with both the Medina County District Court and County Court.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Current management experience preferred. Knowledge of office practices and procedures; advanced knowledge of programs used including but not limited to Odyssey, Techshare, CSS, Corrisoft, and Microsoft 365; advanced knowledge of state and criminal law; ability to establish and maintain complex records and cases; ability to deal calmly and effectively with criminal defendants; ability to adapt to changeable daily workload; ability to communicate effectively both orally and in writing;

ACCEPTABLE EXPERIENCE AND/OR TRAINING: Bachelor's degree in criminal justice or law related field preferred; experience may substitute for up to two years of education; three to five years' experience in indigent defense and/or pretrial services preferred.

BEGINNING SALARY: Based on experience/qualifications.

CLOSING DATE: Until a sufficient pool of applicants is collected.

Applications will be accepted at the Medina County Human Resource Office between the hours of 8-12 and 1-4 Monday through Thursday and Friday's 8-12 and 1-3. County application forms must be used. Forms or additional information can be obtained by contacting:

Medina County Human Resource Office  
1300 Ave M, Room 130  
Hondo, TX 78861  
(830) 741-6111 ph. (830) 426-3811 fax  
[www.medinacountytexas.org](http://www.medinacountytexas.org)

**MEDINA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**