

# WICHITA COUNTY

## *Job Announcement*



Posting Number: 2018-027

**POSITION:** Assistant Public Defender

**LOCATION:** Wichita County Courthouse Annex  
600 Scott Street, Room 204  
Wichita Falls, Texas 76301

**SUPERVISOR:** Wichita County Chief Public Defender

**HOURS:** 8:00 a.m. – 5:00 p.m., Monday – Friday  
(Occasional overtime may be required.)

**SALARY:** \$5,115.66 - \$ 5,833.30 monthly  
(Depending on Qualifications)

**POSTING DATE:** September 24, 2018

**CLOSING DATE:** October 9, 2018 or Open Until Filled

► **JOB SUMMARY:**

Provide legal representation of indigent adult defendants on bail and pretrial detention matters including habeas corpus actions and during the direct-appeal and post-conviction process and provide research support for a six-attorney office.

► **ESSENTIAL DUTIES:**

- Provide appellate and post-conviction legal representation of adult indigent defendants.
- Provide bail, bond and pretrial detention representation for adult indigent defendants.
- Jail visits for bond issues / casework.
- Case consultations with clients.
- Plea bargain negotiations.
- Preparation of cases for trial.
- Present oral arguments for Appellate Courts.
- Research, preparation and filing of appellate and post-conviction briefs.

► **MINIMUM QUALIFICATIONS:**

- Must have a minimum of three (3) years, experience in criminal law practice, or comparable civil appellate experience or judicial research/clerking experience.
- Must be licensed to practice law in the State of Texas.
- Must be a current member in good standing with the State Bar of Texas.
- Demonstrated interest in criminal law.
- Possess public speaking and legal research and writing skills.
- Capable of managing an active appellate and pretrial bail/bond case load.
- Capable of operating in a multi-task working office.

► **ENVIRONMENTAL WORKING CONDITIONS:**

- Must be able to working in various work locations to include offices, courtrooms, and external environments.
- Must be able to working in hostile environments, with hostile clients and opposing attorneys.
- Must be able to work overtime hours, when necessary.
- Must be physically able to occasionally lift and move loads weighing up to fifty (50) pounds.
- Must observe and comply with Wichita County's **NO SMOKING** policy in County-owned buildings, offices, vehicles, motor driven equipment and on property designated as **NO SMOKING** areas.

► **APPLY TO:**

**Wichita County Human Resources Office**  
**900 7<sup>th</sup> Street, Room 132**  
**Wichita Falls, Texas 76301-2441**  
**(940) 766-8108**  
**(940) 766-8277 FAX**

**EQUAL OPPORTUNITY EMPLOYER:** It is the policy of Wichita County to recruit, hire, train, and promote persons in all job categories without regard to race, color, national origin, religion, sex, age, or disability. It is the policy of Wichita County to consider qualified individuals according to ADA standards. If notified in advance, requested accommodations will be considered. Final reasonable accommodations will be determined in accordance with ADA standards by departments after appropriate consultation. Rejected accommodations will be documented and retained on file.

TEXAS RELAY: TDD (800) 735-2989, VOICE (800) 735-2988. For candidates requesting Braille, Mobility requests, etc., please call (940) 766-8108. HR/ADA Compliance Office, Wichita County Courthouse, 900 7<sup>th</sup> Street, Room 132, Wichita Falls, TX 76301.