

WICHITA COUNTY

Job Announcement



Posting Number: 2019-014

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: \$5,157.16 - \$ 5,833.30 monthly
(Depending on Qualifications)

POSTING DATE: May 6, 2019

CLOSING DATE: Open Until Filled

► **JOB SUMMARY:**

Provide legal representation of indigent adult defendants from initial detention through the appeal process, if necessary.

► **ESSENTIAL DUTIES:**

- Provide legal representation of adults charged with class B misdemeanors and above.
- 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 and file appellate briefs.

► **MINIMUM QUALIFICATIONS:**

- Must have a minimum of three (1) years, experience in criminal law practice, or comparable civil 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 criminal trial 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:**

**James A. Rasmussen, Chief Public Defender, Wichita County Courthouse Annex
600 Scott Street, Room 204
Wichita Falls, Tx. 76301
(940) 766-8199**

Or

**Wichita County Human Resources Office
900 7th 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 7th Street, Room 132, Wichita Falls, TX 76301.