

**Public  
Defender's  
Office**  
Harris County, Texas

1201 Franklin Street, 13<sup>th</sup> Floor  
Houston, Texas 77002  
713.368.0016  
713.368.9278 Fax  
<http://harriscountypublicdefender.org>

October 15, 2013

**AGENDA ITEM**

Commissioners Court  
Harris County Administration Building  
1001 Preston, 9<sup>th</sup> Floor  
Houston, Texas 77002

**Vote of the Court:**

	Yes	No	Abstain
<del>Judge Emmett</del>	<del><input type="checkbox"/></del>	<del><input type="checkbox"/></del>	<del><input type="checkbox"/></del>
Comm. Lee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Morman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Radack	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Cagle	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Dear Court Members:

Please consider the following item for October 22, 2013 Commissioners Court agenda:

**Request approval to submit a Harris County Public Defender's Office Plan to the Texas Indigent Defense Commission pursuant to Texas Code of Criminal Procedure art. 26.044 (b-1) and Texas Government Code §79.036(a). Those statutes were recently amended by HB 1318 to require this plan be submitted along with the County's indigent defense plans.**

**Your favorable consideration of this request is greatly appreciated.**

Sincerely,



Alexander Bunin, Chief Public Defender

AB/cm

Presented to Commissioner's Court

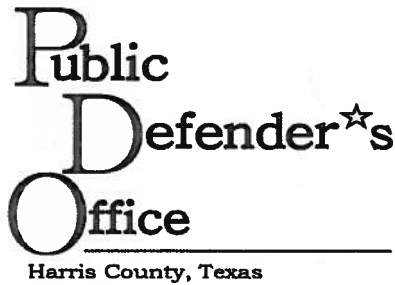
OCT 22 2013

APPROVE clm

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OCT 15 01:00:00  
 Harris County Public Defender's Office

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**Harris County Plan Pursuant to Tex. Code Crim. P. Art. 26.044 (b-1)**

**(1) a budget for the public defender's office including salaries;**

See Appendices "A" and "B"

**(2) a description of each personnel position, including the chief public defender position;**

See Appendix "C"

**(3) the maximum allowable caseloads for each attorney employed by the public defender's office;**

Caseload per attorney is consistent with those recommended by the National Advisory Commission on Criminal Justice Standards and Goals. The maximum annual caseloads are 150 felonies per attorney, or 200 juvenile cases per attorney, or 25 appeals per attorney. Misdemeanor mental health cases are not to exceed 350 per attorney. Any changes to these caseloads must be made known to the PDO Board (Personnel Manual §10.4).

**(4) provisions for personnel training;**

An attorney should provide competent, quality representation, be familiar with the substantive criminal law and the law of criminal procedure and its application, including changes and developments in the law. Where appropriate, consult with more experienced attorneys to acquire knowledge and familiarity with all facets of criminal representation, including information about practices of judges, prosecutors, probation officers, and other court personnel. When representing clients with mental illness or mental retardation, become familiar with the symptoms of the client's mental illness and their potential impact on the client's participation in the case, level of culpability, and sentencing options. In juvenile cases, all attorneys should be prepared to communicate in developmentally appropriate language and be properly trained in adolescent interviewing techniques (Personnel Manual §14.2).

As a matter of custom, each lawyer is allowed to travel within Texas to one multi-day continuing legal education (CLE) course in the areas of criminal, juvenile or appellate law. They are encouraged to get scholarships for admission and travel costs. Local free CLE is regularly available and often sponsored by the office.

**(5) a description of anticipated overhead costs for the public defender's office;**

See Appendix "A"

**(6) policies regarding the use of licensed investigators and expert witnesses by the public defender's office; and**

Whenever a case will require spending resources for outside services, the APD (Assistant Public Defender) in charge of the case is responsible for submitting those estimated costs to the CPD (Chief Public Defender) or Division Chief for preapproval. No costs should be incurred without prior approval (Personnel Manual §10.3).

Investigators and Social Workers will assist attorneys in the preparation of their cases. Attorneys should be careful to seek that assistance in a manner that will best serve the entire office. Whenever possible, attorneys should coordinate their requests of an Investigator or Social Worker. Any disputes should be referred to the Division Chief or CPD (Personnel Manual §11.5).

**(7) a policy to ensure that the chief public defender and other attorneys employed by the public defender's office do not provide representation to a defendant if doing so would create a conflict of interest that has not been waived by the client.**

Whenever an attorney recognizes a potential conflict between defendants that are represented by the office that fact should immediately be brought to the attention of the CPD. No attempt should be made to resolve the matter between the affected APDs (Personnel Manual §13.9).

Be alert to all potential and actual conflicts of interest that would impair one's ability to represent a client. Where appropriate, seek an advisory opinion on any potential conflicts (Personnel Manual §14.3, F).

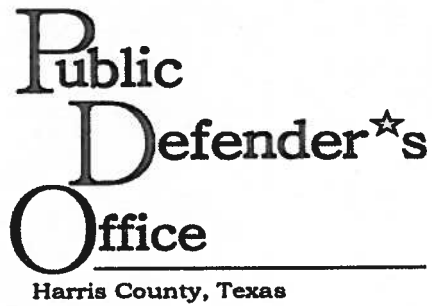
If a conflict develops during the course of representation, notify the client and the court (Personnel Manual §14.3, G).

When the Public Defender's Office's caseload is so large that it is unable to satisfactorily meet these performance guidelines, the Chief Public Defender shall inform the court or courts before whom the cases are pending, and the Public Defender Board (Personnel Manual §14.3, H).

In providing legal representation to clients, observe applicable rules of professional conduct governing the disclosure and avoidance of conflicts of interest (Personnel Manual §23.3,F, 1).

**In the performance of administrative duties, avoid conflicts of interest. A conflict of interest arises when a defender employee knows that he or she (or the spouse, minor child residing in the defender employee's household, or other close relative) might be so personally or financially affected by a matter that a reasonable person with knowledge of the relevant facts would question the ability to properly to perform administrative duties (Personnel Manual §23.3,F, 2).**

**When a defender employee knows that a conflict of interest may be presented in the performance of duties, promptly inform the Chief Public Defender. If the conflict involves a conflict between or among clients, consider withdrawal from one or more representations, or other appropriate remedial actions, as necessary to comply with applicable rules of professional conduct (Personnel Manual §23.3,F, 3).**



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## APPENDIX A

### Grant FY2014 Direct Costs

1) Personnel	\$5,932,166
2) Fringe Benefits	\$1,930,522
3) Travel and Training	\$33,568
4) Equipment	\$0
5) Supplies	\$70,000
6) Contract Services	\$135,000
7) Indirect Costs	\$0
<b>Total Costs</b>	<b>\$8,101,256</b>
<i>{funding by Harris County's 80% Cash Match}</i>	<i>\$6,481,005</i>
<i>{funding by Texas Indigent Defense Commission 80% Grant}</i>	<i>\$1,620,251</i>

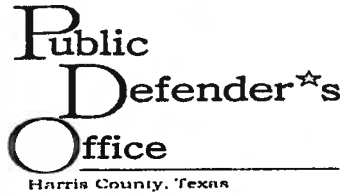
## APPENDIX B

## Harris County Public Defender's Office

## Current Positions

10/5/2013

PCN	EMP ID#	EMPLOYEE NAME	POSITION TITLE	SALARY	
					CURRENT
5601104001	132942	Alexander Bunin	Chief Public Defender	\$	165,424
5602157001	102571	Carmen Mireles	Administrative Officer	\$	87,000
5602088005	107554	Vicki A. George	Case Manager	\$	77,000
5606182001	128288	Amparo Armendariz	Receptionist	\$	37,000
5606063001	126225	Yvette J. Rodriguez	Case Management Clerk	\$	42,000
5602281001	110278	Terri Jackson	Computer Systems Administrator	\$	62,000
5606128001	107180	Lupita Cantu	Human Resource Coordinator	\$	50,000
5606011006	133094	Irma Reyes	Administrative Assistant	\$	45,000
5606011002	133097	Ana Guisora	Administrative Assistant	\$	45,000
5606011003	119577	Ruth Ventura	Administrative Assistant	\$	45,000
5606011004	29256	Julia Patterson	Administrative Assistant	\$	45,000
5606011005	130088	Alicia White	Administrative Assistant	\$	45,000
5603132001	133391	Scott Ehlers	Legal & Policy Analyst	\$	86,000
5602160004	21583	Mark Hochglaube	Felony Trial Division Chief	\$	140,064
5602640016	133671	Monica Gonzalez	Assistant Public Defender	\$	120,000
5602640034	126759	Scott Pope	Assistant Public Defender	\$	110,000
5602640018	133529	Tanya Terry	Assistant Public Defender	\$	120,000
5602640019	133516	Jacqueline Carpenter	Assistant Public Defender	\$	105,000
5602640020	133517	Eric Davis	Assistant Public Defender	\$	130,000
5602640021	109268	Craig Still	Assistant Public Defender	\$	115,000
5602640022	133531	Randy Martin	Assistant Public Defender	\$	130,000
5602640023	133530	Jules Johnson	Assistant Public Defender	\$	110,000
5602640025	120160	Teiva Bell	Assistant Public Defender	\$	102,000
5602640026	133713	Juanita Barner	Assistant Public Defender	\$	118,000
5602640035	25930	Diana Olvero	Assistant Public Defender	\$	130,000
5602640017	123972	Danilo Lacayo	Assistant Public Defender	\$	112,000
5602160001	133011	Bob Wicoff	Appellate Division Chief	\$	140,064
5602640004	133005	Frances Bourliot	Assistant Public Defender, Appellate Division	\$	95,000
5602640005	133046	Melissa Martin	Assistant Public Defender, Appellate Division	\$	122,000
5602640006	133068	Jani Maselli	Assistant Public Defender, Appellate Division	\$	130,000
5602640007	133013	Sarah V. Wood	Assistant Public Defender, Appellate Division	\$	99,000
5602640008	133007	Angela L. Cameron	Assistant Public Defender, Appellate Division	\$	122,000
5602640009	133044	Daucie S. Schindler	Assistant Public Defender, Appellate Division	\$	105,000
5602640010	133010	Cheri Duncan	Assistant Public Defender, Appellate Division	\$	127,000
5602640011	133045	Nicolas Hughes	Assistant Public Defender, Appellate Division	\$	95,000
5602640012	133256	Franklin Bynum	Assistant Public Defender, Appellate Division	\$	95,000
5602640013	133393	Mark Kratovil	Assistant Public Defender, Appellate Division	\$	95,000
5602234001	134361	Benito Segura, Jr.	Investigator	\$	85,000
5602234002	134385	David Williams	Investigator	\$	85,000
5602234003	15862	Carmen Laffey	Investigator	\$	85,000
5602234004	133605	Cynthia Patteron	Investigator	\$	85,000
5602234005	134159	Russell Bliese	Investigator	\$	85,000
5602234006	134609	Audrey Rife	Investigator	\$	85,000
5602640001	133012	Sarah A. Mueller	Assistant Public Defender, Mental Health Division	\$	95,000
5602640002	113471	Lori Gooch	Assistant Public Defender, Mental Health Division	\$	110,000
5602640003	38821	Mary Grace Ruden	Assistant Public Defender, Mental Health Division	\$	112,000
5602640015	133309	Mary C. Acosta	Assistant Public Defender	\$	122,000
5602640024	133636	Roger Donley	Assistant Public Defender	\$	120,000
5602160003	39114	Floyd Jennings	Special Counsel to Mental Health Division	\$	140,064
5602088006	133050	Kimberly Clark-Washington	Social Worker	\$	75,000
5602088007	134001	Victoria Gibbons	Social Worker	\$	65,000
5602160005	109084	Steve H. Halpert	Juvenile Division Chief	\$	140,064
5602640027	133740	Daniel Kundlger	Assistant Public Defender	\$	130,000
5602640028	119613	Amanda Downing	Assistant Public Defender	\$	99,000
5602640029	124632	Leah Shapiro	Assistant Public Defender	\$	105,000
5602640030	116063	Jeffrey Downing	Assistant Public Defender	\$	105,000
5602640031	133742	Miranda Meador	Assistant Public Defender	\$	105,000
5602640032	130029	Jacquelyn Gravois	Assistant Public Defender	\$	95,000
5602640033	133741	Robert Tutthill	Assistant Public Defender	\$	100,000



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APPENDIX C

**JOB DESCRIPTION**

<b>Position Title:</b>	<b>SYSTEMS TECHNICIAN</b>	<b>Department:</b>	<b>Administrative</b>
<b>Position Salary:</b>	<b>\$40,000-60,000.</b>	<b>Supervisor:</b>	<b>Carmen Mireles</b>
<b>Position Type:</b> Regular	<b>Employee Status:</b> Non-Exempt		<b>Hours:</b> 40 hours per week/ Evening / Weekend / Overtime as required

**JOB DESCRIPTION**

**EDUCATION:**

A Bachelor's degree conferred by an institution of higher education accredited by an accrediting organization recognized by the Texas Higher Education Coordinating Board is preferred.

**GENERAL DESCRIPTION:**

The Systems Technician is responsible for providing first-tier technical support to attorneys and staff. Daily tasks include installation/configuration, operation, troubleshooting, and maintenance of systems hardware and software and related infrastructure. The Systems Technician provides consultation and support to all PDO personnel to develop and ensure effective use of computers and related technology in daily office operations, as well as in case preparation and presentation.

Additional requirements include experience with deployment and/or maintenance of Windows 7, Active Directory Users and Computers (ADUC), and Group Policy to perform tasks relating to user account control, automation, remote administration, and desktop support. Strong communication skills and willingness to maintain documentation are also required. Performs other duties as assigned.

**EXPERIENCE / JOB SKILLS:**

Must possess effective oral/written communication and telephone skills for interacting with the public, court personnel, attorneys, judiciary, etc. Excellent interpersonal, verbal and written communication skills; presents a positive demeanor, works well with the public, including those detained in jails and prisons, and clients' families and other staff. Skills in performing data entry/retrieval, documenting, reporting, multi-tasking, meeting deadlines, and working under pressure; must have organizational, problem solving and basic mathematical computation skills. Basic computer skills and knowledge of Microsoft Office programs is desired. Basic knowledge of local government services is desired.

*The duties listed above in this job description are intended as illustrations of the various types of work that may be performed. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time as the needs of management and/or the requirements of the job change.*



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**APPENDIX C**

<b>Position Title:</b>	<b>SPECIAL COUNSEL</b>	<b>Department:</b>	<b>Mental Health Division</b>
<b>Position Salary:</b>	<b>\$140,064.</b>	<b>Supervisor:</b>	<b>Alexander Bunin</b>
<b>Position Type:</b> Regular	<b>Employee Status:</b> Exempt		<b>Hours:</b> 40 hours per week/ Evening / Weekend / Overtime as required

**JOB DESCRIPTION**

**EDUCATION:**

A Juris Doctorate degree, and a current Texas law license in good standing, is required.

**GENERAL DESCRIPTION:**

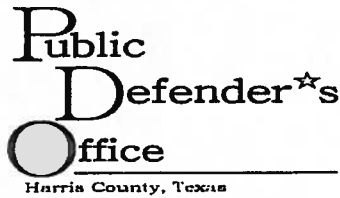
Supervises the work of others, including lawyers; uses skill and judgment in the analysis of cases and legal opinions; a solid understanding of criminal law, criminal procedure, and evidence, particularly as it relates to mental illness and mental retardation; has experience performing progressively responsible duties as a lawyer. Represents defendants appointed to the office by the county and district courts of Harris County. Provides training and support to office personnel, assistant defenders, assigned counsel, investigators and expert witnesses. Maintains contact and involvement with all county and state and private organizations relevant to the work of the office in the arena of mental health. Outside visits sometimes require evening and weekend hours.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Must be able to manage and teach other attorneys, and to practice law in a large institutional environment. Manage the Mental Health Division, which begins with 4 assistant public defenders and other support staff. Report and evaluate the work of the division. Maintain a case docket, reduced as necessary, in order to perform administrative duties.

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**JOB DESCRIPTION**

**APPENDIX C**

<b>Position Title:</b>	<b>RECEPTIONIST</b>	<b>Department:</b>	<b>Administrative</b>
<b>Position Salary:</b>	<b>\$35,000-45,000.</b>	<b>Supervisor:</b>	<b>Carmen Mireles</b>
<b>Position Type:</b> Regular	<b>Employee Status:</b> Non-Exempt	<b>Hours:</b> 40 hours per week	

**JOB DESCRIPTION**

**EDUCATION:**

A high school diploma or GED is required.

**GENERAL DESCRIPTION:**

Answers a multiline telephone system, answers incoming calls, directs callers to appropriate personnel, takes and promptly delivers or e-mails detailed messages when personnel are unavailable, maintains awareness of staff schedules to facilitate this process.

Greets on-site visitors, determines nature of business, and announces visitors to appropriate personnel; monitors visitor access and reports unusual occurrences to immediate supervisor. Receives and processes all inter-office and U.S. Postal correspondence to the downtown office and outlying offices. Orders, receives, and process paperwork for frequently used office supplies. Ensures common areas are equipped with office supplies as needed (i.e., copier room, work stations, etc.). Reports maintenance issues and office needs to Harris County Facility and Property Management. Reports to work regularly and on time and presents themselves in a professional manner and appearance at all times. Performs other clerical duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Must be customer service oriented and possesses excellent interpersonal, verbal and written communication skills; presents a positive demeanor, works well with the public and other staff. High level of accuracy, effective organizational and time management skills and the ability to manage multiple calls, inquiries from courts, lawyers, clients (including those detained in jails and prisons), and clients' families. Basic computer skills and knowledge of Microsoft Office programs is desired. Must be bilingual in English and Spanish.

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**JOB DESCRIPTION**

**APPENDIX C**

<b>Position Title:</b>	<b>MENTAL HEALTH CLINICIAN</b>	<b>Department:</b>	<b>Mental Health Division</b>
<b>Position Salary:</b>	<b>\$62,000. - \$82,000.</b>	<b>Supervisor:</b>	<b>Dr. Floyd Jennings</b>
<b>Position Type:</b> Regular	<b>Employee Status:</b> Exempt		<b>Hours:</b> 40 hours per week/ Evening / Weekend / Overtime as required

**JOB DESCRIPTION**

**EDUCATION:**

A Bachelor's degree in social work conferred by an institution of higher education accredited by an accrediting organization recognized by the Texas Higher Education Coordinating Board. A Master's degree in social work is preferred.

**GENERAL DESCRIPTION:**

Provides assistance to attorneys representing clients of the Public Defender. Makes outside, face-to-face and collateral contact with clients, witnesses, and law enforcement as required. Gathers evidence and discovery. Assists in seeking services and assistance for clients. Outside visits sometimes require evening and weekend hours. Other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Two (2) years plus experience as a social worker is preferred. LBSW or LMSW is required. Bilingual in English and Spanish is preferred.

Good written and oral communication skills required. Effective organizational and time management skills required to successfully execute job duties. Must possess the skill to manage a demanding caseload of criminal defendants using interviews and evidence-based practices.

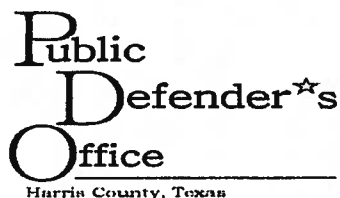
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APPENDIX C

**JOB DESCRIPTION**

<b>Position Title:</b>	<b>LEGAL &amp; POLICY ANALYST</b>	<b>Department:</b>	<b>Administrative</b>
<b>Position Salary:</b>	<b>\$65,000-90,000.</b>	<b>Supervisor:</b>	<b>Carmen Mireles</b>
<b>Position Type:</b> Regular	<b>Employee Status:</b> Exempt		<b>Hours:</b> 32 Hours per Week / Evening / Weekend / Overtime as required
<b>JOB DESCRIPTION</b>			
<p><b>EDUCATION/EXPERIENCE/JOB SKILLS:</b> A college degree is required. Three (3) years plus experience as an analyst of legal and policy issues, preferably as a legislative aide or agency employee.</p> <p><b>GENERAL DESCRIPTION:</b> Advises the Public Defender Office about pending legislation and policy initiatives. Researches law and policy. Makes contact with other government agencies.</p> <p><b>KNOWLEDGE, SKILLS AND ABILITIES:</b> Good written and oral communication skills required. Effective organizational and time management skills required to successfully execute job duties.</p>			

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**JOB DESCRIPTION**

**APPENDIX C**

<b>Position Title:</b>	<b>INVESTIGATOR</b>	<b>Department:</b>	<b>Criminal Investigator</b>
<b>Position Salary:</b>	<b>\$60,000. to \$90,000.</b>	<b>Supervisor:</b>	<b>Division Chief</b>
<b>Position Type:</b> Regular	<b>Employee Status:</b> Exempt		<b>Hours:</b> 40 hours per week/ Evening / Weekend / Overtime as required

**JOB DESCRIPTION**

**GENERAL DESCRIPTION:**

Provides assistance to attorneys representing clients of the Public Defender. Makes outside, face-to-face and collateral contact with clients, witnesses, and law enforcement as required. Gathers evidence and discovery. Outside visits may require evening and weekend hours.

**KNOWLEDGE, SKILLS AND ABILITIES:**

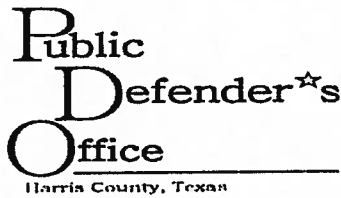
Two (2) years plus experience as a licensed investigator or peace officer is preferred. Bilingual in English and Spanish is preferred.

A valid driver's license is required. (Must obtain a Texas driver's license before date of hire). Good written and oral communication skills required. Effective organizational and time management skills required to successfully execute job duties. Must possess the skill to manage a demanding caseload of cases using interviewing and evidence-based practices.

**EDUCATION:**

A Bachelor's degree conferred by an institution of higher education accredited by an accrediting organization recognized by the Texas Higher Education Coordinating Board. A Bachelor's degree in Criminal Justice, Criminology, Corrections, Counseling, Law, Law Enforcement, Police Science, Pre-law, Psychology, or Sociology, is preferred.

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**APPENDIX C**

<b>Position Title:</b>	<b>HUMAN RESOURCES COORDINATOR</b>	<b>Department:</b>	<b>Administration</b>
<b>Position Salary:</b>	<b>\$40,000. to \$60,000.</b>	<b>Supervisor:</b>	<b>Carmen Mireles</b>
<b>Position Type:</b> Regular	<b>Employee Status:</b> Non-Exempt		<b>Hours:</b> 40 hours per week

**JOB DESCRIPTION**

**GENERAL DESCRIPTION:**

Responsible for payroll and group benefit functions for the Harris County Public Defender's Office. Performs human resources management work ensuring compliance with the state and federal laws and regulations. Compiles and prepares reports and documents related to human resources activities. Maintains human resource automated systems, time records, files, employment verification and all pertinent records. Counsel employees on medical/vision/dental insurance, Family Medical Leave Act (FMLA), or Workers' Compensation matters and process all related paperwork. Assists PDO Grievance Coordinator, PDO A.D.A. Coordinator for compliance and resolutions. Performs related work as assigned.

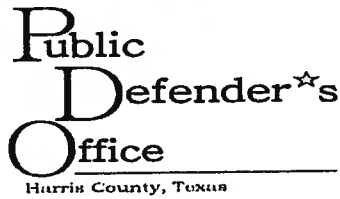
**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the principles and practices of human resources management; of human resources programs such as employment, compensation, classification, employee relations, benefits, workers' compensation, or organizational development; and of federal, state, and local laws and regulations governing personnel activities. Ability to work well with other staff members, ability to use discretion when dealing with other staff members. Possess good written and oral communication skills.

**ADDITIONAL RESPONSIBILITIES AND DUTIES:**

- Attend staff meetings
- Fixed Assets reports and records
- If bilingual, translation for staff attorneys, clients and general public
- Backup for Administrative Assistants & Receptionist when needed
- Notary Public
- other duties assigned

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**JOB DESCRIPTION**

**APPENDIX C**

<b>Position Title:</b>	<b>Computer Systems Administrator</b>	<b>Department:</b>	<b>Administrative</b>
<b>Position Salary:</b>	<b>\$65,000-85,000.</b>	<b>Supervisor:</b>	<b>Carmen Mireles</b>
<b>Position Type:</b> Regular	<b>Employee Status:</b> Exempt	<b>Hours:</b> 40 hours per week/ Evening / Weekend / Overtime as required	

**JOB DESCRIPTION**

**GENERAL DESCRIPTION:**

The Computer Systems Administrator (CSA) is responsible for providing consultation and day-to-day administration and support to attorneys and staff using computers. General duties include training and support for all data processing, office automation, networking, and data communications processes. The CSA has responsibility for providing technical and end-user support for all computer systems, and for performing or coordinating all automation support services necessary for the successful operation of computer systems. The CSA provides consultation and support to staff attorneys, investigators and paralegals for methods to effectively use computers in case preparation and presentation.

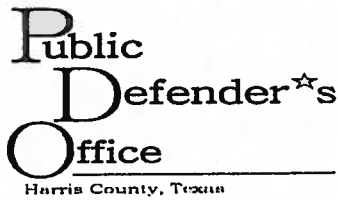
**KNOWLEDGE, SKILLS AND ABILITIES:**

Two (2) years plus experience administering and maintaining computer systems.

**EDUCATION:**

A Bachelor's degree conferred by an institution of higher education accredited by an accrediting organization recognized by the Texas Higher Education Coordinating Board. Additional training in computer-based systems is required.

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**JOB DESCRIPTION**

**APPENDIX C**

<b>Position Title:</b>	<b>CHIEF PUBLIC DEFENDER</b>	<b>Department:</b>	<b>Administration</b>
<b>Position Salary:</b>	<b>\$155,424.</b>	<b>Supervisor:</b>	<b>DEPARTMENT HEAD</b>

**JOB DESCRIPTION**

**EDUCATION/EXPERIENCE**

A Juris Doctorate degree, and a current Texas law license in good standing, is required. At least 10 years' experience as an attorney, with a significant portion of that time having represented criminal defendants.

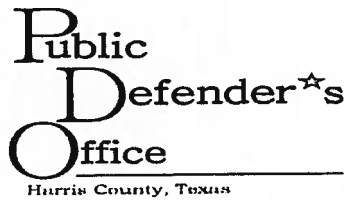
**GENERAL DESCRIPTION:**

Create a scalable multi-functional office responsible for traditional core functions in coordination with an assigned counsel program to represent indigent defendants. Oversees the implementation of the office; hires division chiefs, assistant public defenders, and staff as caseloads increase.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Solid understanding of Texas criminal law, procedure, and evidence. Must be able to manage and teach other attorneys, and to practice law in a large institutional environment.

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**JOB DESCRIPTION**

**APPENDIX C**

<b>Position Title:</b>	<b>CASE MANAGEMENT CLERK</b>	<b>Department:</b>	<b>Administrative</b>
<b>Position Salary:</b>	<b>\$30,000-45,000.</b>	<b>Supervisor:</b>	<b>Vicki George</b>
<b>Position Type:</b> Regular	<b>Employee Status:</b> Non-Exempt	<b>Hours:</b> 40 hours per week	

**JOB DESCRIPTION**

**EDUCATION:**

A high school diploma or GED is required.

**GENERAL DESCRIPTION:**

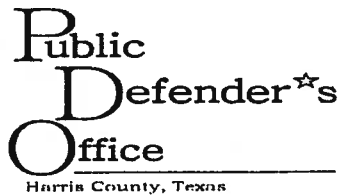
Maintains Case Management Database from copy legal documents and correspondence from staff attorney. Reviews work product for completeness and accuracy by proofreading. Documents accurately and completely all actions taken in case files or computer system. Answers attorneys' phones, returns client calls and responds to client inquiries in a timely manner. Verifies all cases are properly routed and distributed. Maintains complete confidentiality of case, office and/or personnel information received as a function of position. Acts as a backup to other administrative positions. Performs other duties requested by the Chief Public Defender or designees to insure program effectiveness.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Two years of experience interpreting JIMS criminal and juvenile data is required. Must type 45-50 w.p.m. with 90% accuracy on the "Clerical Skills Test" and pass the "clerical aptitude section" with an overall average of 85%. Proficiency in using Microsoft Excel is required. The successful applicant must possess effective oral/written communication and telephone skills for interacting with the public, court personnel, attorneys, judiciary, etc; skills in performing data entry/retrieval, documenting, reporting, multi-tasking, meeting deadlines, and working under pressure; must have organizational, problem solving and basic mathematical computations. Basic knowledge of local government services is desired. Bilingual in English and Spanish is preferred.

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**JOB DESCRIPTION**

**APPENDIX C**

<b>Position Title:</b>	<b>ASSISTANT PUBLIC DEFENDER- GENERIC</b>	<b>Department:</b>	<b>all</b>
<b>Position Salary:</b>	<b>\$65,000 to \$131,000</b>	<b>Supervisor:</b>	<b>Division Chief</b>
<b>Position Type:</b> Regular	<b>Employee Status:</b> Exempt		<b>Hours:</b> 40 hours per week/ Evening / Weekend / Overtime as required

**JOB DESCRIPTION**

**GENERAL DESCRIPTION:**

Represents clients of the Public Defender. Meets with clients. Assures zealous representation. Sometimes requires evening and weekend hours. May require evening and weekend hours.

**KNOWLEDGE, SKILLS AND ABILITIES:**

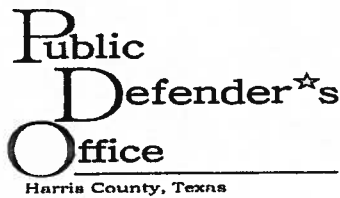
Three (3) years plus experience as a criminal defense attorney is required. Must meet minimum qualifications for appointments in Harris County criminal courts.

Good written and oral communication skills required. Good trial skills are required. Effective organizational and time management skills required to successfully execute job duties. Must possess the skill to manage a demanding caseload of cases assigned from criminal courts.

**EDUCATION:**

A Juris Doctorate degree and a current license to practice law with the State Bar of Texas are required.

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**JOB DESCRIPTION**

**APPENDIX C**

<b>Position Title:</b>	<b>ASSISTANT PUBLIC DEFENDER-BILINGUAL</b>	<b>Department:</b>	<b>all</b>
<b>Position Salary:</b>	<b>\$65,000 to \$131,000</b>	<b>Supervisor:</b>	<b>Division Chief</b>
<b>Position Type:</b> Regular	<b>Employee Status:</b> Exempt	<b>Hours:</b> 40 hours per week/ Evening / Weekend / Overtime as required	

**JOB DESCRIPTION**

**GENERAL DESCRIPTION:**

Represents clients of the Public Defender. Meets with clients. Assures zealous representation. Sometimes requires evening and weekend hours. May require evening and weekend hours.

**KNOWLEDGE, SKILLS AND ABILITIES:**

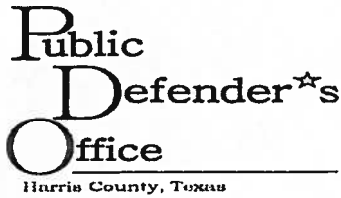
Three (3) years plus experience as a criminal defense attorney is required. Must meet minimum qualifications for appointments in Harris County criminal courts.

Good written and oral communication skills required. Good trial skills are required. Effective organizational and time management skills required to successfully execute job duties. Must possess the skill to manage a demanding caseload of cases assigned from criminal courts. Spanish speaking preferred.

**EDUCATION:**

A Juris Doctorate degree and a current license to practice law with the State Bar of Texas are required.

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**JOB DESCRIPTION**

**APPENDIX C**

<b>Position Title:</b>	<b>ASSISTANT PUBLIC DEFENDER</b>	<b>Department:</b>	<b>Appellate Division</b>
<b>Position Salary:</b>	<b>\$65,000 to \$131,000</b>	<b>Supervisor:</b>	<b>Bob Wicoff, Division Chief</b>
<b>Position Type:</b> Regular	<b>Employee Status:</b> Exempt	<b>Hours:</b> 40 hours per week/ Evening / Weekend / Overtime as required	

**JOB DESCRIPTION**

**GENERAL DESCRIPTION:**

Represents clients of the Public Defender. Makes contact with clients. Assures creation and filing of appellate record. Drafts and files briefs. Supervises other staff. May require evening and weekend hours.

**KNOWLEDGE, SKILLS AND ABILITIES:**

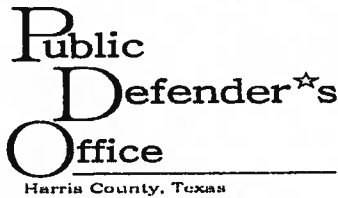
Three (3) years plus experience as a criminal defense attorney is preferred. Experience writing appellate brief is required.

Good written and oral communication skills required. Good research skills are required. Effective organizational and time management skills required to successfully execute job duties. Must possess the skill to manage a demanding caseload of appellate cases assigned from the county and district criminal courts.

**EDUCATION:**

A Juris Doctorate degree and a current license to practice law with the State Bar of Texas are required.

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**JOB DESCRIPTION**

**APPENDIX C**

<b>Position Title:</b>	<b>ASSISTANT PUBLIC DEFENDER</b>	<b>Department:</b>	<b>Mental Health Division</b>
<b>Position Salary:</b>	<b>\$65,000. - \$131,000.</b>	<b>Supervisor:</b>	<b>Dr. Floyd Jennings</b>
<b>Position Type:</b> Regular	<b>Employee Status:</b> Exempt		<b>Hours:</b> 40 hours per week/ Evening / Weekend / Overtime as required

**JOB DESCRIPTION**

**EDUCATION:**

A Juris Doctorate degree and a current license to practice law with the State Bar of Texas are required.

**GENERAL DESCRIPTION:**

Represents clients of the Public Defender in court who are identified as mentally ill or mentally retarded. Makes contact with clients, witnesses, and law enforcement as required, including regular trips to jails and prisons. Gathers evidence and discovery. Supervises social workers, investigators, and other staff. Assists in seeking services and assistance for clients. Outside visits sometimes require evening and weekend hours.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Three (3) years plus experience as a criminal defense attorney is preferred. Bilingual in English and Spanish is preferred. Experience working with mentally ill or mentally retarded persons preferred. Good written and oral communication skills required. Effective organizational and time management skills required to successfully execute job duties. Must possess the skill to manage a demanding caseload of mentally ill and/or mentally retarded criminal defendants using interviews and evidence-based practices.

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**JOB DESCRIPTION**

**APPENDIX C**

<b>Position Title:</b>	<b>ADMINISTRATIVE ASSISTANT</b>	<b>Department:</b>	<b>Administrative</b>
<b>Position Salary:</b>	<b>\$40,000-50,000.</b>	<b>Supervisor:</b>	<b>Carmen Mireles</b>
<b>Position Type:</b> Regular	<b>Employee Status:</b> Non-Exempt	<b>Hours:</b> 40 hours per week	

**JOB DESCRIPTION**

**EDUCATION:**

A high school diploma or GED is required.

**GENERAL DESCRIPTION:**

Assists staff attorney in composing and typing legal documents and correspondence. Review work product for completeness and accuracy by proofreading. Documents accurately and completely, all actions taken in case files or computer system. Answers attorney's phones, returns client calls and responds to client inquiries in a timely manner. Timely prepares court docket for attorneys, including trial exhibits and other documents. Maintains complete confidentiality of case, office and/or personnel information received. Acts as a backup to other administrative assistants and receptionist. Performs other duties as assigned.

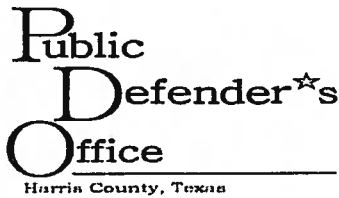
**KNOWLEDGE, SKILLS AND ABILITIES:**

Must possess effective oral/written communication and telephone skills for interacting with the public, court personnel, attorneys, judiciary, etc. Excellent interpersonal, verbal and written communication skills; presents a positive demeanor, works well with the public, including those detained in jails and prisons, and clients' families and other staff. Skills in performing data entry/retrieval, documenting, reporting, multi-tasking, meeting deadlines, and working under pressure; must have organizational, problem solving and basic mathematical computation skills. Basic computer skills and knowledge of Microsoft Office and JIMS programs are desired. Basic knowledge of local government services is desired.

**ADDITIONAL RESPONSIBILITIES AND DUTIES:**

- Attend staff meetings
- Maintains staff attorney's calendar relating to court docket
- Tracks court reporter's records
- Maintains closed files
- Maintains nearest workstations/workrooms (including printers/copiers) with supplies
- Scan case-related documents in Defender Data
- Notary Public
- If bilingual, translation for staff attorneys, clients and general public

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**JOB DESCRIPTION**

**APPENDIX C**

<b>Position Title:</b>	<b>JUVENILE DIVISION CHIEF</b>	<b>Department:</b>	<b>Juvenile Division</b>
<b>Position Salary:</b>	<b>\$140,064.</b>	<b>Supervisor:</b>	<b>Alexander Bunin</b>
<b>Position Type:</b> Regular	<b>Employee Status:</b> Exempt		<b>Hours:</b> 40 hours per week/ Evening / Weekend / Overtime as required

**JOB DESCRIPTION**

**EDUCATION/EXPERIENCE**

A Juris Doctorate degree, and a current Texas law license in good standing, is required. At least 10 years' experience as criminal trial attorney, with a significant portion of that time having represented juveniles. Must have significant experience trying juvenile cases as lead counsel. Previous trial experience in Harris County is preferred.

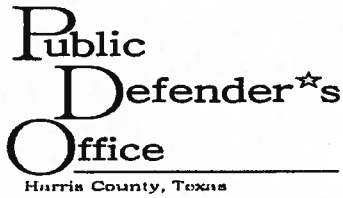
**GENERAL DESCRIPTION:**

Manage the Juvenile Division, which begins with 8 assistant public defenders and other support staff. Report and evaluate the work of the division. Maintain a case docket, reduced as necessary, in order to perform administrative duties.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Solid understanding of Texas criminal law, juvenile law, procedure, and evidence. Must be able to manage and teach other attorneys, and to practice law in a large institutional environment.

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**JOB DESCRIPTION**

**APPENDIX C**

<b>Position Title:</b>	<b>FELONY TRIAL DIVISION CHIEF</b>	<b>Department:</b>	<b>Felony Trial Division</b>
<b>Position Salary:</b>	<b>\$140,064.</b>	<b>Supervisor:</b>	<b>Alexander Bunin</b>
<b>Position Type:</b> Regular	<b>Employee Status:</b> Exempt		<b>Hours:</b> 40 hours per week/ Evening / Weekend / Overtime as required

**JOB DESCRIPTION**

**EDUCATION/EXPERIENCE**

A Juris Doctorate degree, and a current Texas law license in good standing, is required. At least 10 years' experience as criminal trial attorney, with a significant portion of that time having represented criminal defendants. Must have tried to verdict at least 25 felony jury trials as lead counsel. Previous trial experience in Harris County is preferred.

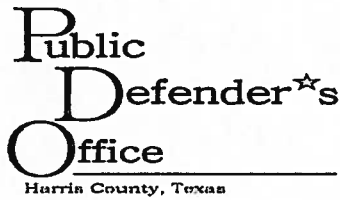
**GENERAL DESCRIPTION:**

Manage the Felony Trial Division, which begins with 10 assistant public defenders and other support staff. Report and evaluate the work of the division. Maintain a case docket, reduced as necessary, in order to perform administrative duties.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Solid understanding of Texas criminal law, procedure, and evidence. Must be able to manage and teach other attorneys, and to practice law in a large institutional environment.

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**JOB DESCRIPTION**

**APPENDIX C**

<b>Position Title:</b>	<b>CASE MANAGER</b>	<b>Department:</b>	<b>Administration</b>
<b>Position Salary:</b>	<b>\$80,340. - \$99,060.</b>	<b>Supervisor:</b>	<b>Alexander Bunin</b>
<b>Position Type:</b> Regular	<b>Employee Status:</b> Exempt		<b>Hours:</b> 40 hours per week/ Evening / Weekend / Overtime as required

**JOB DESCRIPTION**

**EDUCATION/EXPERIENCE**

A valid driver's license is required. (Must obtain a Texas driver's license before date of hire). Good written and oral communication skills required. Effective organizational and time management skills required to successfully execute job duties.

**GENERAL DESCRIPTION:**

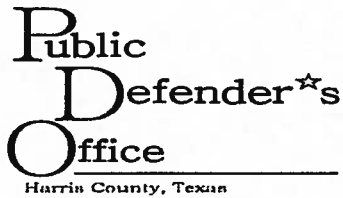
Manages the Case Management Database (Defender Data). Reviews work product for completeness and accuracy by proofreading. Audits and documents accurately and completely all actions taken in case files or computer system. Verifies all cases are properly routed and distributed.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Two years of experience interpreting JIMS criminal and juvenile data is required. Proficiency in using Microsoft Excel is required. The successful applicant must possess effective oral/written communication and telephone skills for interacting with the court personnel, attorneys, judiciary, etc; skills in performing data entry/retrieval, documenting, reporting, multi-tasking, meeting deadlines, and working under pressure; must have organizational, problem solving and basic mathematical computations.

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**JOB DESCRIPTION**

**APPENDIX C**

<b>Position Title:</b>	<b>APPELLATE DIVISION CHIEF</b>	<b>Department:</b>	<b>Appellate Division</b>
<b>Position Salary:</b>	<b>\$140,064.</b>	<b>Supervisor:</b>	<b>Alexander Bunin</b>
<b>Position Type:</b> Regular	<b>Employee Status:</b> Exempt		<b>Hours:</b> 40 hours per week/ Evening / Weekend / Overtime as required

**JOB DESCRIPTION**

**EDUCATION/EXPERIENCE**

A Juris Doctorate degree, and a current Texas law license in good standing, is required. At least 10 years' experience as appellate attorney, with a significant portion of that time having represented criminal defendants.

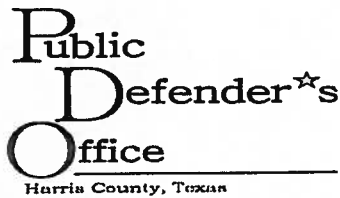
**GENERAL DESCRIPTION:**

Supervises the work of others, including lawyers; has skill and judgment in the analysis of cases and legal opinions; excellent writing and editing skills; a solid understanding of criminal law, criminal procedure, and evidence; experience performing progressively responsible duties as a lawyer. Requirements include admission and good standing before the State Bar of Texas.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Solid understanding of Texas criminal law, procedure, and evidence. Must be able to manage and teach other attorneys, and to practice law in a large institutional environment.

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**JOB DESCRIPTION**

**APPENDIX C**

<b>Position Title:</b>	<b>ADMINISTRATIVE OFFICER</b>	<b>Department:</b>	<b>Administration</b>
<b>Position Salary:</b>	<b>\$80,340. - \$99,060.</b>	<b>Supervisor:</b>	<b>Alexander Bunin</b>
<b>Position Type:</b> Regular	<b>Employee Status:</b> Exempt		<b>Hours:</b> 40 hours per week/ Evening / Weekend / Overtime as required

**JOB DESCRIPTION**

**EDUCATION/EXPERIENCE**

A valid driver's license is required. (Must obtain a Texas driver's license before date of hire). Good written and oral communication skills required. Effective organizational and time management skills required to successfully execute job duties.

**GENERAL DESCRIPTION:**

Administers fiscal processes including budget preparation and management, office automation, procurement, personnel management; and applies a comprehensive knowledge of administrative management principles, practices, methods and techniques; as well as supervising all employees as to office policies and procedures.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Basic knowledge of fiscal processes including budget preparation and management, office automation, procurement, personnel management, and operations in a legal or government environment; and a comprehensive knowledge of administrative management principles, practices, methods and techniques.

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