

Nueces County Public Defender Plan

Pursuant to Tex. Code Crim. Pro. Art. 26.044 (b-1)

This written plan, in accordance with Texas Code of Criminal Procedure article 26.044 (b-1) and Texas Government Code 79.036(a)(2), provides the Nueces County Commissioner's Court with important information regarding the structure and operation of the office.

1. **Budget for the public defender's office including salaries:**

See Appendices "A" and "B" which include the budget summary provided by the Texas Indigent Defense Commission ("TIDC") in its grant award and a detailed salary schedule prepared after job descriptions were created.

2. **Description of each personnel position, including the chief public defender position:**

See Appendix "C"

3. **Maximum allowable caseloads for each attorney employed by the public defender's office:**

NCPDO shall use caseload standards that are consistent with the research-based weighted caseload guidelines published in January 2015 by the TIDC in the *Guidelines for Indigent Defense Caseloads* report pursuant to HB 1318 of the 83rd Texas legislature. NCPDO shall apply the reasoning and guidance contained in that report to assess the maximum annual caseloads for individual NCPDO attorneys as well as the officewide caseload. The Chief Defender will review caseloads on a quarterly basis.

Pursuant to article 26.044(j) of the Texas Code of Criminal Procedure, NCPDO will not accept an appointment if the office has insufficient resources to provide adequate representation for the defendant; or the office is incapable of providing representation for the defendant in accordance with the rules of professional conduct; or the acceptance of the appointment would violate the maximum allowable caseloads established at the NCPDO.

4. **Provisions for personnel training:**

Attorneys

Providing holistic, client-centered representation to indigent clients with complex needs requires experience and continuous training commensurate with the issues involved and the potential consequences. To that end, the NCPDO attorneys will engage in self-study, in-house training, and organized continuing legal education as requested by the Chief Defender.

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. Each attorney should be guided by the “Updated Performance Guidelines in Criminal Cases: Continuing Progress for Texas Criminal Justice” published by the State Bar of Texas in 2022. Additionally, the Chief Defender will supplement the guidelines with in-house training and materials to facilitate best practices in holistic indigent representation.

The NCPDO will encourage mentorship and collaboration. An attorney should 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 intellectual disability, an attorney should 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.

Attorneys shall participate in local free CLE, which is regularly available and often sponsored by the office, as often as possible considering client obligations. Attorneys may also travel to one multi-day CLE course addressing criminal law and/or mental health representation with the approval of the Chief Defender. All defenders will receive a performance review by the Chief Defender at least once annually.

Social workers and caseworkers

All social/case workers will attend organized training programs in-house and outside of the office relating directly to the aspects of their duties involving interaction with mental health and intellectually disabled clients.

These programs will be approved by the Chief Defender. Moreover, experienced social/case workers are expected to mentor and train less experienced coworkers in a constructive and positive manner. Social/case workers may also be called upon to assist in training attorneys and staff regarding mental health and intellectual disability issues. All social/case workers will receive a performance review by the Chief Defender at least once annually.

All staff

All staff will receive training on the effective use of the case management system. Additional training may be offered on issues related to the representation of indigent clients, including those with mental health issues. All staff will receive a performance review by the Chief Defender at least once annually.

5. Description of anticipated overhead costs for the public defender's office:

See Appendix "A" which delineates start-up costs for the first year and ongoing overhead costs.

6. Policies regarding the use of licensed investigators and expert witnesses by the public defender's office:

Investigators and Social Workers employed by the NCPDO will assist attorneys in the preparation and defense of their cases. Attorneys should be careful to seek that assistance in a manner that will best serve the entire office and give mental health cases priority. Whenever possible, attorneys should coordinate their requests of an Investigator or Social Worker. Any disputes should be referred to the Chief Defender.

In the event that an outside licensed investigator or expert is warranted to effectively represent a client, the attorney assigned to the case is responsible for submitting those estimated costs to the Chief Defender or their designee for preapproval. No costs should be incurred without prior approval. If the NCPDO budget allocation for these services is depleted, the Chief Defender may authorize the attorney to seek funding from the court in individual cases where appropriate.

7. 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 Chief Defender for evaluation and resolution, if necessary. No attempt should be made to resolve the matter between the affected attorneys.

Attorneys should be alert to all potential and actual conflicts of interest that would impair one's ability to represent a client and notify the Chief Defender immediately.

If a conflict develops during the course of representation, the client and court should be notified.

In providing legal representation to clients, Attorneys shall observe applicable rules of professional conduct governing the disclosure and avoidance of conflicts of interest.

Appendix A

Salaries				
	Staff	Total Cost	Misdemeanor	Felony
Total Staff	15.0	\$1,083,894	\$370,147	\$713,747
Chief Defender	1	\$130,000	\$48,750	\$81,250
Felony + Appellate Defenders	5.0	\$422,160	-	\$422,160
Misdemeanor + Juvenile Defenders	3.0	\$195,195	\$195,195	-
Investigator	1.0	\$47,812	\$17,930	\$29,883
Social Workers/Caseworkers	2.0	\$87,318	\$32,744	\$54,574
Office Manager	1.0	\$47,778	\$17,917	\$29,861
Support Staff	2.0	\$74,796	\$28,049	\$46,748
Fringe Benefit* (see calculation below)		\$572,779	\$195,603	\$377,176
Other Expenditures				
		Total	Misdemeanor	Felony
Experts	-	\$10,000	-	-
Contract Services		\$16,706		
Operating Costs, Technology Per Year	-	\$7,500	-	-
Operating Costs, Supplies Per Year	-	\$5,250	-	-
Travel for Attorneys, Total	-	\$7,200	\$2,700	\$4,500
Travel for Investigators, Total	-	\$14,400	\$5,400	\$9,000
Travel for Social Workers, Total	-	\$7,200	\$2,700	\$4,500
Training for Attorneys, Total	-	\$9,000	-	-
Training for Investigators, Total	-	\$500	-	-
Training for Social Workers, Total	-	\$1,000	-	-
Training for Support Staff, Total		\$1,000	-	-
Total Rent and Utilities	-	\$33,750	-	-
Case Management System-Annual		\$9,600		
Estimated Total PD Office Cost	-	\$1,779,779	\$576,550	\$1,108,923
Additional Year 1 Expenditures				
Equipment Total		\$42,150		
Computers		\$22,500		
Printers (3)		\$2,400		
Desks & Chairs		\$12,000		
Supplies, Startup		\$5,250		
Case Management System Onboarding Costs		\$39,750		
Estimated Total PD Cost w/ Year 1-Only Expenditures		\$1,861,679		

Appendix B

Proposed Public Defenders Office Position Schedule

		with 6% COLA														
		Annual	car	total	Retirement	FICA	Medicare	Unemployment	Workers Comp	Life Ins	Accd Death	Long Term	Short Term	Co Med	benefits only	salary & benefits
Chief Public Defender	P 47/01	148,616.00	1,800.00	150,416.00	18,502.69	9,325.79	2,181.03	225.62	81.74	23.40	3.38	92.04	209.56	21,359.88	52,005.14	202,421.14
Assistant Chief PD	P 41/01	110,489.60	720.20	111,209.80	13,755.96	6,895.01	1,612.54	166.81	60.77	23.40	3.38	92.04	209.56	21,359.88	44,179.35	155,389.15
Felony VI- Public Defender	P 39/01	100,110.40	720.20	100,830.60	12,463.74	6,251.50	1,462.04	151.25	55.06	23.40	3.38	92.04	209.56	21,359.88	42,071.85	142,902.45
Felony V- Public Defender	P 37/01	90,688.00	720.20	91,408.20	11,290.66	5,667.31	1,325.42	137.11	49.88	23.40	3.38	92.04	209.56	21,359.88	40,158.63	131,566.83
Felony V- Public Defender	P 37/01	90,688.00	720.20	91,408.20	11,290.66	5,667.31	1,325.42	137.11	49.88	23.40	3.38	92.04	209.56	21,359.88	40,158.63	131,566.83
Felony III- Public Defender	P 35/01	82,160.00	720.20	82,880.20	10,228.92	5,138.57	1,201.76	124.32	45.19	23.40	3.38	92.04	209.56	21,359.88	38,427.02	121,307.22
Misdemeanor II- Public Defender	P 32/01	70,865.60	720.20	71,585.80	8,822.77	4,438.32	1,037.99	107.38	38.98	23.40	3.38	92.04	209.56	21,359.88	36,133.70	107,719.50
Misdemeanor I- Public Defender	P 31/01	67,454.40	720.20	68,174.60	8,398.07	4,226.83	988.53	102.26	37.10	23.40	3.38	92.04	209.56	21,359.88	35,441.05	103,615.65
Misdemeanor I- Public Defender	P 31/01	67,454.40	720.20	68,174.60	8,398.07	4,226.83	988.53	102.26	37.10	23.40	3.38	92.04	209.56	21,359.88	35,441.05	103,615.65
Investigator	A 24/01	49,483.20	1,440.14	50,923.34	6,160.66	3,157.25	738.39	76.39	27.22	23.40	3.38	92.04	209.56	21,359.88	31,848.15	82,771.49
Case Worker	A 20/01	39,436.80	1,440.14	40,876.94	4,909.88	2,534.37	592.72	61.32	21.69	23.40	3.38	92.04	209.56	21,359.88	29,808.23	70,685.17
Social Worker	A 22/01	44,116.80	1,440.14	45,556.94	5,492.54	2,824.53	660.58	68.34	24.26	23.40	3.38	92.04	209.56	21,359.88	30,758.51	76,315.45
Office Manager	A 24/01	49,483.20		49,483.20	6,160.66	3,067.96	717.51	74.22	27.22	23.40	3.38	92.04	209.56	9,300.60	19,676.54	69,159.74
Legal Secretary II	A 18/04	40,851.20		40,851.20	5,085.97	2,532.77	592.34	61.28	22.47	23.40	3.38	92.04	209.56	9,300.60	17,923.82	58,775.02
Legal Secretary II	A 18/01	37,918.40		37,918.40	4,720.84	2,350.94	549.82	56.88	20.86	23.40	3.38	92.04	209.56	21,359.88	29,387.59	67,305.99
15 staff members		1,089,816.00	11,882.02	1,101,698.02											523,419.28	1,625,117.30

total projected salary & benefits 1,625,117.30

budget per year 1,656,673.00

Underbudget (47,279.30)

Black is tentative
Blue Positions filled

medical rates	
21,359.88	family
13,976.28	empl+children
13,248.60	empl+spouse
9,300.60	employee

Appendix C

Nueces County

Job Description

Job Title: Chief Public Defender – Texas Indigent Defense Commission –
GRANT FUNDED POSITION – 0702-2530

Job Code: 0702

Salary Level: Pay Group 47

Class: Non-Clerical

FLSA Status: Exempt

W.C. Code: 8820

SIC Code: 8111

Prepared By: Sara Longoria

Prepared Date: Grant Position Created 7/28/2022; Revised-additional language added 8/2/2022;

Approved By:

Approved Date:

NOTE: Applicants must attach curriculum vitae or resume, cover letter, references, disciplinary history from SBOT (State Bar of Texas) and any other state licensed to practice law, and authorization for criminal background check.

SUMMARY

Under the direction of the Public Defender Oversight Board, the Chief Public Defender is responsible for the over-all and day-to-day operation of the office. The Chief will manage the office and oversee at least eight (8) additional staff attorneys in defending indigent and possibly mentally ill persons defendants facing misdemeanor and felony criminal charges. Performs professional, management, supervisory and legal services, including leading and counseling staff attorneys and support staff, and acting as lead counsel on the most difficult and challenging cases. Has vision for a successful public defender's office with proposed plans and goals.

The employee is required to be on duty before, during, and after natural disasters and emergencies, as directed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

Supervise, coordinate, advise and oversee the work of staff attorneys in felony and misdemeanor cases.

Chief will have a small caseload not exceeding 10 percent of all cases. Chief will be willing to help try cases when needed or assist in trial work and/or handle major or high-profile cases.

Develop and implement legal and departmental policy and procedural guidelines, subject to general policy direction from the Public Defender Oversight Board.

Allocate personnel and resources and assign cases to staff attorneys.

Manage all human resource issues and ensure compliance with all applicable rules, laws and regulations.

Establish operational goals, objectives, policies and procedures.

Authorize, review, and approve office payroll.

Prepare and submit full cost accountings, budgets, administrative reports and grant documentation.

Plan and present mandated continuing legal education (MCLE) training programs in-house and to private assigned counsel.

Act as liaison with other criminal justice agencies or public organizations.

Research, study, and implement programs supporting defendants with mental health issues.

Report to Public Defender Oversight Board.

SUPERVISORY RESPONSIBILITIES

Directs the activities of public defenders. Carries out supervisory responsibilities in accordance with Nueces County policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any employee who drives a vehicle on official business must have a driving record which meets standards set by the County and the County's insurance carrier.

EDUCATION and/or EXPERIENCE

Juris Doctor degree from an accredited law school and ten years of work experience involving criminal representation and trial services, and experience in leading, coordinating, and/or supervising professional staff. Plus, five years of experience as a supervising attorney, training director, division director, or other managerial role in a public defender office; or if no public defender's office was available, experience in indigent defense and training others in a comparable setting.

LANGUAGE SKILLS

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret and extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

License from the Texas State Bar to practice law in the State of Texas. Current active, good standing membership in the State Bar of Texas (SBOT) or ability to waive into the State Bar of Texas by January 1, 2023. Valid Texas driver's License. Attorneys use their own private vehicle and not a county car.

OTHER SKILLS AND ABILITIES

Skilled trial attorney, with a minimum of ten criminal felony jury trials taken to verdict as first-chair (at least three of which were first degree felonies), two felony criminal appeals taken to mandate, and one writ to the Court of Criminal Appeals or equivalent if waiving in to practice in Texas.

Ability to mentor or teach newer attorneys, create or promote continuing legal education, and promotion of education and promote creativity in criminal defense.

Ability to train and/or supervise criminal defense attorneys on use of defense resources including social workers, experts, and investigators.

Ability to develop and implement a substantial budget.

Ability to use data to improve office operations of public policy.

Familiarity with and commitment to implementing national public defense best practices.

A deep commitment to the representation of justice-involved individuals with mental health challenges, and a desire to collaborate with and build consensus among community stakeholders for treatment-based alternatives to incarceration. An understanding of the need for education of the community, law enforcement, the District Attorney, staff and the Judges on mental health cases and the desire to promote treatment on appropriate cases and work as a team to get help for those who are in need.

The ability to coordinate and work with elected officials, community organizations, law enforcement, prosecutors and other attorneys and willingness to become a resource for mental health cases.

Demonstrated commitment and experience working with low-income clients, a proven record of caring about the individuals one represents, and an understanding and commitment to respect and understanding of their different backgrounds, income levels, diversity, cultural differences.

Knowledge of the criminal justice system and a desire to improve it in Nueces County.

A commitment to educating the public on mental health awareness, mental health treatment, and outreach, as well as knowledge of drug/alcohol dependency in those with mental health issues and understanding of cases involving self-medication.

Ability to collaborate with non-lawyer defense staff including social workers, investigators, and other legal advocates.

Ability to work with immigration attorneys advising on criminal cases.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stand; walk; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Employee carries and or moves evidence, briefcase, etc. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually moderate.

Nueces County Job Description

Job Title: Assistant Chief Public Defender - Public Defender's Office - TIDC-Grant Funded Position-0708-2530

Job Code: 0708

Salary Level: Pay Group 41

Class: Non-Clerical

FLSA Status: Exempt

W. C. Code: 8820

NAICS Code: 922130

Prepared By: Sara Longoria

Created Date: November 17, 2022; Rev. 11/21/2022

Approved By:

Date:

SUMMARY: The Nueces County Public Defender’s Office is seeking an Assistant Chief Public Defender to represent indigent individuals facing felony charges. The Assistant Chief Public Defender will provide a full range of legal services to indigent clients. The Assistant Chief Public Defender will maintain a felony caseload. Although the primary responsibility is felony cases, the Assistant Chief Public Defender may also handle misdemeanor, juvenile, and appeal cases. The Assistant Chief Public Defender will assist the Chief Public Defender upon request in developing policies and procedures, and in supervising and training all staff. The Assistant Chief Public Defender will assume the duties of the Chief Public Defender in their absence.

The employee is required to be on duty before, during, and after natural disasters and emergencies, as directed by the Department Head.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Perform case evaluation, preparation, and management.
- Research case law and legal issues. Draft necessary motions, responses, and briefs, and argue them in court.
- Conduct background investigation; interview witnesses, victims, and law enforcement officers where appropriate.
- Represent clients in court for pretrial, evidentiary hearings and jury/bench trials.
- Communicate case evaluation and status to client effectively and in timely manner.
- Communicate effectively with judges, court staff, prosecutors, family members, witnesses, and other interested parties.
- Participate in training and continuing education to remain informed of new court decisions, laws, and rules and regulations.

Prioritize and organize work to meet filing deadlines and court appearances.

Collaborate with public defender team and relevant service providers.

Supervise and delegate responsibilities to legal secretaries and investigators.

Assist in training less experienced public defenders as requested by Chief Public Defender.

Maintain legal files and records, document case evaluation and activity.

Collaborate with Chief Public Defender to create policies and procedures that improve the efficiency and effectiveness of indigent defense.

Collaborate with Chief Public Defender to provide training and supervision for attorneys and staff.

Perform any other duties as assigned.

SUPERVISORY RESPONSIBILITIES: Shares with Chief Public Defender responsibility for supervising all staff in the Public Defender’s Office. Carry out supervisory responsibilities in accordance with the organization’s policies and applicable laws. Responsibilities may include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any employee who drives a vehicle on official business must have a driving record which meets standards set by the County and the County's insurance carrier.

EDUCATION and/or EXPERIENCE: Graduation from an accredited law school; and, six years of work experience involving diverse criminal cases, at least three years of which also involved management and supervision.

Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities, may be considered for current Nueces County employees only.

LANGUAGE SKILLS: Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of instructions in and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS: License from the Texas State Bar to practice law in the State of Texas. Texas Driver's License.

OTHER SKILLS AND ABILITIES: Knowledge of the operations of the Public Defender's Office, and County and District Courts.

Knowledge of management principles and practices and ability to motivate, train, supervise and objectively evaluate subordinate professional and support personnel.

Knowledge of local, state, and federal law.

Knowledge of trial procedures.

Ability to evaluate facts, procedures, and legal precedents relevant in complex court cases.

Skill in making persuasive legal arguments.

Knowledge of investigative tools and techniques.

Skill in conducting legal research.

Ability to use computers and relevant software programs.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Nueces County Job Description

Job Title: Assistant Public Defender– Felony Attorney VI - Public Defender’s Office – TIDC-Grant Funded Position - 0712-2530

Job Code: 0712

Salary Level: Pay Group 39

Class: Non-Clerical

FLSA Status: Exempt

W. C. Code: 8820

NAICS Code: 922130

Prepared by: Sara Longoria

Prepared Date: Created 12/19/2022; Rev. 12/21/2022; Rev. Took Out Criminal Law Exp. 3/27/2023

Approved By:

Date:

SUMMARY: The Nueces County Public Defender’s Office Assistant Public Defender - Felony Attorney VI will represent indigent individuals facing felony charges, including cases involving major crimes and/or high profile and/or violent crimes. The assistant public defender will provide a full range of legal services to indigent clients. Although the primary responsibility is felony cases, the assistant public defender may also handle misdemeanor, juvenile, and appeal cases.

The employee is required to be on duty before, during, and after natural disasters and emergencies, as directed by the Department Head.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Perform case evaluation, preparation, and management.
- Research case law and legal issues. Draft necessary motions, responses, and briefs, and argue them in court.
- Conduct background investigation; interview witnesses, victims, and law enforcement officers where appropriate.
- Represent clients in court for pretrial, evidentiary hearings and jury/bench trials.
- Communicate case evaluation and status to client effectively and in timely manner.
- Communicate effectively with judges, court staff, prosecutors, family members, witnesses, and other interested parties.
- Participate in training and continuing education to remain informed of new court decisions, laws, and rules and regulations.
- Prioritize and organize work to meet filing deadlines and court appearances.
- Collaborate with public defender team and relevant service providers.
- Supervise and delegate responsibilities to legal secretaries and investigators.
- Assist in training less experienced public defenders as requested by Chief Public Defender.

Maintain legal files and records; document case evaluation and activity.

Perform any other duties as assigned.

SUPERVISORY RESPONSIBILITIES: Assign and review work of Legal Secretaries, Paralegals, and Investigators. Carry out supervisory responsibilities in accordance with Nueces County policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; and resolving problems. May be assigned to supervise a second chair prosecutor on case by case basis.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any employee who drives a vehicle on official business must have a driving record which meets standards set by the County and the County's insurance carrier.

EDUCATION and/or EXPERIENCE: Graduation from an accredited law school and five years of experience as an attorney; extensive criminal-felony trial experience preferred. Current membership in the State Bar of Texas.

Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities, may be considered for current Nueces County employees only.

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management and public groups.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS: License from the Texas State Bar to practice law in the State of Texas.

Texas Operator's Drivers License. Attorneys use their own private vehicle and not a county car.

OTHER SKILLS AND ABILITIES: Knowledge of local, state, and federal law.

Knowledge of trial procedures.

Ability to evaluate facts, procedures, and legal precedents relevant in complex court cases.

Skill in making persuasive legal arguments.

Knowledge of investigative tools and techniques.

Skill in conducting legal research.

Ability to use computers and relevant software programs.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear. The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee will visit with clients as necessary at county jail or prison facilities. Employee could possibly be exposed to a dangerous defendant or mentally unstable person capable of violence. The noise level in the work environment ranges from quiet to moderate.

Nueces County Job Description

Job Title: Assistant Public Defender - Felony Attorney V – Public Defender’s Office – TIDC-Grant Funded – 0707-2530

Job Code: 0707

Salary Level: Pay Group 37

Class: Non-Clerical

FLSA Status: Exempt

W. C. Code: 8820

NAICS Code: 922130

Prepared by: Sara Longoria

Prepared Date: Created 11/16/2022; Rev. 11/21/2022; Rev. 12/20/2022; Rev. Took Out Criminal Law Exp. 3/27/2023

Approved By:

Date:

SUMMARY: The Nueces County Public Defender’s Office Assistant Public Defender – Felony Attorney V will represent indigent individuals facing felony charges. The Assistant Public Defender will provide a full range of legal services to indigent clients. Although the primary responsibility is felony cases, the Assistant Public Defender may also handle misdemeanor, juvenile, and appeal cases.

The employee is required to be on duty before, during, and after natural disasters and emergencies, as directed by the Department Head.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Perform case evaluation, preparation, and management.

Research case law and legal issues. Draft necessary motions, responses, and briefs, and argue them in court.

Conduct background investigation; interview witnesses, victims, and law enforcement officers where appropriate.

Represent clients in court for pretrial, evidentiary hearings and jury/bench trials.

Communicate case evaluation and status to client effectively and in timely manner.

Communicate effectively with judges, court staff, prosecutors, family members, witnesses, and other interested parties.

Participate in training and continuing education to remain informed of new court decisions, laws, and rules and regulations.

Prioritize and organize work to meet filing deadlines and court appearances.

Collaborate with public defender team and relevant service providers.

Supervise and delegate responsibilities to legal secretaries and investigators.

Assist in training less experienced public defenders as requested by Chief Public Defender.

Maintain legal files and records; document case evaluation and activity.

Perform any other duties as assigned.

SUPERVISORY RESPONSIBILITIES: Assign and review work of Legal Secretaries, Paralegals, and Investigators. Carry out supervisory responsibilities in accordance with Nueces County policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; and resolving problems.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any employee who drives a vehicle on official business must have a driving record which meets standards set by the County and the County’s insurance carrier.

EDUCATION and/or EXPERIENCE: Graduation from an accredited law school and at least three years of experience as an attorney. Current membership in the State Bar of Texas.

Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities, may be considered for current Nueces County employees only.

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management and public groups.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS: License from the Texas State Bar to practice law in the State of Texas.

Texas Operator's Drivers License. Attorneys use their own private vehicle and not a county car.

OTHER SKILLS AND ABILITIES: Knowledge of local, state, and federal law.

Knowledge of trial procedures.

Ability to evaluate facts, procedures, and legal precedents relevant in complex court cases.

Skill in making persuasive legal arguments.

Knowledge of investigative tools and techniques.

Skill in conducting legal research.

Ability to use computers and relevant software programs.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear. The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee will visit with clients as necessary at county jail or prison facilities. Employee could possibly be exposed to a dangerous defendant or mentally unstable person capable of violence. The noise level in the work environment ranges from quiet to moderate.

Nueces County Job Description

Job Title: Assistant Public Defender – Felony Attorney III – Public Defender’s Office – TIDC-Grant Funded -0705-2530

Job Code: 0705

Salary Level: Pay Group 35

Class: Non-Clerical

FLSA Status: Exempt

W. C. Code: 8820

NAICS Code: 922130

Prepared by: Sara Longoria

Prepared Date: Created 11/16/2022; Rev. 11/21/2022; Rev. 12/20/2022; Rev. Took Out Criminal Law Exp. 3/27/2023

Approved By:

Date:

SUMMARY: The Nueces County Public Defender’s Office Assistant Public Defender – Felony Attorney III will represent indigent individuals facing felony charges. The Assistant Public Defender will provide a full range of legal services to indigent clients. Although the primary responsibility is felony cases, the Assistant Public Defender may also handle misdemeanor, juvenile, and appeal cases.

The employee is required to be on duty before, during, and after natural disasters and emergencies, as directed by the Department Head.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Perform case evaluation, preparation, and management.

Research case law and legal issues. Draft necessary motions, responses, and briefs, and argue them in court.

Conduct background investigation; interview witnesses, victims, and law enforcement officers where appropriate.

Represent clients in court for pretrial, evidentiary hearings and jury/bench trials.

Communicate case evaluation and status to client effectively and in timely manner.

Communicate effectively with judges, court staff, prosecutors, family members, witnesses, and other interested parties.

Participate in training and continuing education to remain informed of new court decisions, laws, and rules and regulations.

Prioritize and organize work to meet filing deadlines and court appearances.

Collaborate with public defender team and relevant service providers.

Supervise and delegate responsibilities to legal secretaries and investigators.

Assist in training less experienced public defenders as requested by Chief Public Defender.

Maintain legal files and records; document case evaluation and activity.

Perform any other duties as assigned.

SUPERVISORY RESPONSIBILITIES: Assign and review work of Legal Secretaries, Paralegals, and Investigators. Carry out supervisory responsibilities in accordance with Nueces County policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; and resolving problems.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any employee who drives a vehicle on official business must have a driving record which meets standards set by the County and the County's insurance carrier.

EDUCATION and/or EXPERIENCE: Graduation from an accredited law school and at least two years of experience as an attorney. Current membership in the State Bar of Texas.

Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities, may be considered for current Nueces County employees only.

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management and public groups.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS: License from the Texas State Bar to practice law in the State of Texas.

Texas Operator's Drivers License. Attorneys use their own private vehicle and not a county car.

OTHER SKILLS AND ABILITIES: Knowledge of local, state, and federal law.

Knowledge of trial procedures.

Ability to evaluate facts, procedures, and legal precedents relevant in complex court cases.

Skill in making persuasive legal arguments.

Knowledge of investigative tools and techniques.

Skill in conducting legal research.

Ability to use computers and relevant software programs.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear. The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee will visit with clients as necessary at county jail or prison facilities. Employee could possibly be exposed to a dangerous defendant or mentally unstable person capable of violence. The noise level in the work environment ranges from quiet to moderate.

Nueces County Job Description

Job Title: Assistant Public Defender – Misdemeanor Attorney II – Public Defender’s Office – TIDC-Grant Funded Position - 0704-2530
Job Code: 0704
Salary Level: Pay Group 32
Class: Non-Clerical
FLSA Status: Exempt
W.C. Code: 8820
SIC Code: 8111
Prepared By: Sara Longoria
Date: Created 11/16/2022; Rev. 11/21/2022

Approved By:

Approved Date:

SUMMARY: The Nueces County Public Defender’s Office is seeking an Assistant Public Defender – Misdemeanor Attorney II to represent indigent individuals facing misdemeanor charges. The Assistant Public Defender will provide a full range of legal services to indigent clients. Although the primary responsibility is misdemeanor cases, the Assistant Public Defender may also work on felony, juvenile, and appeal cases.

The employee is required to be on duty before, during, and after natural disasters and emergencies, as directed by the Department Head.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Perform case evaluation, preparation, and management.

Research case law and legal issues. Draft necessary motions, responses, and briefs, and argue them in court.

Conduct background investigation; interview witnesses, victims, and law enforcement officers where appropriate.

Represent clients in court for pretrial, evidentiary hearings and jury/bench trials.

Communicate case evaluation and status to client effectively and in timely manner.

Communicate effectively with judges, court staff, prosecutors, family members, witnesses, and other interested parties.

Participate in training and continuing education to remain informed of new court decisions, laws, and rules and regulations.

Prioritize and organize work to meet filing deadlines and court appearances.

Collaborate with public defender team and relevant service providers.

Supervise and delegate responsibilities to legal secretaries and investigators.

Maintain legal files and records; document case evaluation and activity.

Perform any other duties as assigned.

SUPERVISORY RESPONSIBILITIES: Assign and review work of Paralegals, Legal Secretaries, and Investigators. Carry out supervisory responsibilities in accordance with Nueces County policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; and resolving problems.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any employee who drives a vehicle on official business must have a driving record which meets standards set by the County and the County's insurance carrier.

EDUCATION and/or EXPERIENCE: Graduation from an accredited law school and at least one year of work experience as an attorney. Current membership in the State Bar of Texas.

Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities, may be considered for current Nueces County employees only.

CERTIFICATES, LICENSES, REGISTRATIONS: License from the Texas State Bar to practice law in the State of Texas. Current Texas Operator's License. Attorneys use their own private vehicles, rather than County cars.

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management and public groups.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES: Knowledge of local, state, and federal law.

Knowledge of trial procedures.

Ability to evaluate facts, procedures, and legal precedents relevant in complex court cases.

Skill in making persuasive legal arguments.

Knowledge of investigative tools and techniques.

Skill in conducting legal research.

Ability to use computers and relevant software programs.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions and is occasionally exposed to risk of low radiation while working at the computer terminal. Employee could possibly be exposed to a dangerous defendant or mentally unstable person capable of violence. The noise level in the work environment is usually moderate to loud.

Nueces County Job Description

Job Title: Assistant Public Defender – Misdemeanor Attorney I – Public Defender’s Office - TIDC-Grant Funded Position - 0703-2530
Job Code: 0703
Salary Level: Pay Group 31
Class: Non-Clerical
FLSA Status: Exempt
W.C. Code: 8820
SIC Code: 8111
Prepared By: Sara Longoria
Date: Created 11/16/2022; Rev. 11/21/2022

Approved By:

Approved Date:

SUMMARY: The Nueces County Public Defender’s Office is seeking an Assistant Public Defender – Misdemeanor Attorney I to represent indigent individuals facing misdemeanor charges. The Assistant Public Defender will provide a full range of legal services to indigent clients. Although the primary responsibility is misdemeanor cases, the Assistant Public Defender may also work on felony, juvenile, and appeal cases.

The employee is required to be on duty before, during, and after natural disasters and emergencies, as directed by the Department Head.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Perform case evaluation, preparation, and management.
- Research case law and legal issues. Draft necessary motions, responses, and briefs, and argue them in court.
- Conduct background investigation; interview witnesses, victims, and law enforcement officers where appropriate.
- Represent clients in court for pretrial, evidentiary hearings and jury/bench trials.
- Communicate case evaluation and status to client effectively and in timely manner.
- Communicate effectively with judges, court staff, prosecutors, family members, witnesses, and other interested parties.
- Participate in training and continuing education to remain informed of new court decisions, laws, and rules and regulations.
- Prioritize and organize work to meet filing deadlines and court appearances.
- Collaborate with public defender team and relevant service providers.

Supervise and delegate responsibilities to legal secretaries and investigators.

Maintain legal files and records; document case evaluation and activity.

Performs such other duties as may be assigned.

SUPERVISORY RESPONSIBILITIES: Assign and review work of Paralegals, Legal Secretaries, and Investigators. Carry out supervisory responsibilities in accordance with Nueces County policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; and resolving problems.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any employee who drives a vehicle on official business must have a driving record which meets standards set by the County and the County's insurance carrier.

EDUCATION and/or EXPERIENCE: Graduation from an accredited law school.

A qualified unlicensed law school graduate who meets all requirements as set out in House Bill 424 of the 64th Legislature to obtain a Temporary Trial Card from the State Bar of Texas is eligible to apply for this position. The applicant must obtain a Temporary Trial Card from the State Bar of Texas within 60 days of the date of hire.

CERTIFICATES, LICENSES, REGISTRATIONS: License from the Texas State Bar to practice law in the State of Texas. Current Texas Operator's License. Attorneys use their own private vehicles, rather than County cars.

A qualified unlicensed law school graduate who meets all requirements as set out in House Bill 424 of the 64th Legislature to obtain a Temporary Trial Card from the State Bar of Texas is eligible to apply for this position. The applicant must obtain a Temporary Trial Card from the State Bar of Texas within 60 days of the date of hire.

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management and public groups.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES: Knowledge of local, state, and federal law.

Knowledge of trial procedures.

Ability to evaluate facts, procedures, and legal precedents relevant in complex court cases.

Skill in making persuasive legal arguments.

Knowledge of investigative tools and techniques.

Skill in conducting legal research.

Ability to use computers and relevant software programs.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions and is occasionally exposed to risk of low radiation while working at the computer terminal. Employee could possibly be exposed to a dangerous defendant or mentally unstable person capable of violence. The noise level in the work environment is usually moderate to loud.

Nueces County Job Description

Job Title: Office Manager – Public Defender’s Office – TIDC Grant Funded Position – 0122-2530
Job Code: 0122
Salary Level: Pay Group 24
Job Category: Clerical
FLSA Status: Non-exempt
W.C. Code: 8810
NAICS Code: 921190
Prepared By: Sara Longoria
Created Date: 11/18/2022; Rev. 11/21/2022

Approved By:

Date:

SUMMARY: The Nueces County Public Defender’s Office is seeking an office manager to develop and implement department policies and procedures in collaboration with the Chief and Assistant Chief Public Defender. The office manager will perform complex administrative and secretarial duties and supervise support staff assisting attorneys representing indigent individuals facing criminal charges. The office manager will assist in administrative activities and serve as a liaison between the office and other officials, county departments, and the public as needed. The office manager will manage the daily office operation and ensure efficient operation of the department for effective representation of indigent clients.

The employee is required to be on duty before, during, and after natural disasters and emergencies, as directed by the supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

Prepare documents and correspondence requiring considerable knowledge of department policies or specialized subject matter, often involving confidential information.

May perform direct secretarial support services for the Chief and Assistant Chief Public Defender.

Establish and maintain administrative files (personnel, purchasing, etc.), as well as both manual and/or computerized files of a confidential nature.

Screen requests and find solutions to requests/problems and/or delegate to the appropriate employees.

Supervise support staff.

May attend committee, staff, or other departmental meetings.

Assist in the implementation of departmental projects as directed by the Chief and Assistant Chief Public Defender.

Complete and/or review and process personnel forms (for hiring, suspension, termination actions).

Schedule and confirm appointments, speaking engagements, and maintain appointment calendar for Chief and Assistant Chief Public Defender. Make travel/hotel arrangements for Chief Public Defender. Prepare travel and reimbursement requests. Prepare travel itinerary.

Type correspondence, technical/statistical memos, notices of meetings, purchase orders, purchase requisitions, various forms, and other records. Copy and/or scan documents as necessary.

Coordinate office services such as maintenance of filing system, records control, case management system, time sheets and payroll information, indexing data, inventory of supplies and purchase of supplies, accounts payable, and accounts receivable.

Assist in reconciling P-Cards.

Prepare and maintain records of purchase requisitions and purchase orders.

Create and maintain inventory of county-issued computers and other electronic devices.

Assist supervisors in preparation of documents, agenda items, and/or presentations for Commissioners Court.

Provide courteous assistance to individuals seeking information, decisions or assistance from the Chief Public Defender or county government both on the telephone and in person.

Address complaints received from the public either by telephone or in person.

Process requests and conduct searches related to pending and disposed cases.

Maintain a working relationship with all county officials, elected officials, court staff, law enforcement agencies and general public.

Issue electronic entry card keys and maintain records of assignment.

Provide general research as requested by Chief and Assistant Chief Public Defender.

Assist in monitoring and preparing grant applications and award compliance.

Assist in Emergency Operation Center during storms as needed.

Maintain records for Attorney CLE Compliance.

SUPERVISORY RESPONSIBILITIES: The Office Manager makes assignments to and reviews the resulting work of clerical personnel. Carries out responsibilities in accordance with Nueces County organization policies and applicable laws. These responsibilities may include training employees; planning, assigning, and directing work; interviewing and making recommendations for hiring; addressing complaints, resolving problems, and taking appropriate administrative corrective action as needed.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any employee who drives a vehicle on official business must have a driving record which meets standards set by the County and the County's insurance carrier.

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED) and five years of increasingly responsible secretarial/administrative experience.

Accounting and supervisory experience preferred.

Any equivalent combination of experience and training which provides the required knowledge, skills and abilities, may be considered for current Nueces County employees only.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS: Notary Public is preferred. Valid Texas Class C driver's license required.

OTHER SKILLS AND ABILITIES:

Excellent knowledge of business English, spelling, punctuation, arithmetic, office practices, equipment, and materials.

Knowledge of county operations and policies.

Knowledge of justice system procedures and functions, modern office practices, legal documents and terminology.

Ability to exercise independent judgment regarding the release of sensitive and/or confidential information.

Ability to operate a computer using word processing, Excel, Adobe, and case management software.

Ability to type accurately at a speed of at least 60 words per minute.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with other county employees, officials, and the general public.

Ability to adjust to the changing needs of the office.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Nueces County Job Description

Job Title: Social Worker II – Public Defender’s Office – TIDC-Grant Funded Position - 0711-2530

Job Code: 0711

Salary Level: Pay Group 22

Class: Non-Clerical

FLSA Status: Non-Exempt

W.C. Code: 8742

NAICS code: 624190

Prepared By: Sara Longoria

Prepared Date: Created 11-18-2022; Rev. 11/21/2022; Rev. 12/19/2022

Approved By:

Date:

SUMMARY: The Nueces County Public Defender’s Office Social Worker II will assist attorneys representing indigent individuals with mental health and/or intellectual disability issues. The Social Worker II will help identify client needs and eligibility for appropriate community services to address those needs. The Social Worker II will also aid in the investigation of defenses and development of specialized sentencing recommendations and perform related duties as required.

The employee is required to be on duty before, during, and after natural disasters and emergencies, as directed by the Department Head.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

Manage a reasonable client caseload based on requests for social work and mitigation assistance from attorneys.

Conduct client interviews and assessments in jail and while out of custody.

Review pertinent records relative to client’s psychosocial history and mental health diagnoses and treatment.

Develop individualized alternative sentencing recommendations that address client needs and minimize incarceration.

Develop casework/service plans and monitor progress.

Provide trial support with fact investigation and trial punishment mitigation as necessary.

Testify in court as necessary.

Collaborate with public defender team, service providers, and community resources to effectively provide holistic approach to indigent defense.

Prioritize and organize work to meet filing deadlines and court appearances.

Maintain case evaluation and activity records; provide case statistics to Chief Public Defender as requested.

Attend mental health training and public defender office training as requested by Chief Public Defender.

Provide mental health training to public defender staff as requested by Chief Public Defender.

Maintain knowledge of DSM IV/V updates and changes.

Performs such other duties as may be assigned.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any employee who drives a vehicle on official business must have a driving record which meets standards set by the County and the County's insurance carrier.

EDUCATION AND/OR EXPERIENCE: Bachelor's or master's degree in Social Work or a social/behavioral science and an LBSW license issued by the Texas State Board of Social Worker Examiners and at least 3 years of experience as a licensed social worker.

CERTIFICATES, LICENSES, REGISTRATIONS: LBSW license; valid Texas Driver's license.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES:

Ability to communicate effectively orally and in writing.

Ability to operate a computer, including word processing programs, Excel, Adobe, and case management software.

Ability to prepare accurate and complete records and reports and meet deadlines.

Knowledge of social work and interviewing techniques.

Ability to exercise considerable tact, courtesy, discretion, firmness, fairness, and cultural sensitivity in contact with clients and the general public.

Ability to establish and maintain effective working relationships with clients, county employees, officials, and the general public.

Ability to deal with clients in crisis situations.

Ability to speak Spanish is preferred but not required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; and use hands to finger, handle, or feel objects, tools, or controls. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions and is required to conduct site visits in neighborhoods with known crime problems. The employee will visit clients as necessary at the county jail or prison facilities. The employee is exposed to a variety of communicable diseases while interviewing clients or performing home visits. Vicious dogs and/or mentally unstable clients may represent a threat to employee. The noise level in the work environment is usually moderate.

Nueces County Job Description

Job Title: Caseworker – Public Defender’s Office – TIDC-Grant Funded Position – 0709-2530
Job Code: 0709
Salary Level: Pay Group 20
Class: Non-Clerical
FLSA Status: Non-Exempt
W.C. Code: 8742
NAICS code: 624190
Prepared by: Sara Longoria
Prepared: Created 11-18-2022; Rev. 11/21/2022; Rev. 12/19/2022

Approved By:

Date:

SUMMARY: The Nueces County Public Defender’s Office Caseworker will assist attorneys representing indigent individuals with mental health and/or intellectual disability issues. The Caseworker will help identify client needs and eligibility for appropriate community services to address those needs. The Caseworker will also aid in the investigation of defenses and the development of specialized sentencing recommendations and perform related duties as required.

The employee is required to be on duty before, during, and after natural disasters and emergencies, as directed by the Department Head.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

Manage a reasonable client caseload based on requests for social work and mitigation assistance from attorneys.

Interview clients, assess needs for services, and make appropriate referrals for services.

Acquire pertinent records relative to client’s psychosocial history and mental health diagnoses and treatment.

Identify and conduct interviews with family, friends, employers, and other support system members in the community who can aid in clients’ success.

Coordinate meetings between attorney and client as requested by attorneys.

Draft client correspondence and reports suitable for use in court proceedings.

Attend and effectively track client court settings as requested by attorneys.

Provide trial support with fact investigation and trial punishment mitigation as necessary.

Testify in court as necessary.

Collaborate with public defender team, service providers, and community resources to effectively provide holistic approach to indigent defense.

Prioritize and organize work to meet deadlines and court appearances.

Maintain case evaluation and activity records; provide case statistics to Chief Public Defender as requested.

Attend mental health training and public defender office training as requested by Chief Public Defender.

Perform any other duties as assigned.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any employee who drives a vehicle on official business must have a driving record which meets standards set by the County and the County's insurance carrier.

EDUCATION AND/OR EXPERIENCE: Bachelor's or master's degree in Social Work or a social/behavioral science. At least one year of experience in case management or client advocacy or mitigation is preferred.

CERTIFICATES, LICENSES, REGISTRATIONS: A valid Texas Driver's license is required. If licensed by any professional board, verification of licensure must be provided.

LBSW, LMSW, LCSW licensure from Texas State Board of Social Worker Examiners preferred.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES:

Ability to communicate effectively orally and in writing.

Ability to operate a computer, including word processing programs, Adobe, Excel, and case management software.

Ability to prepare accurate and complete records and reports and meet deadlines.

Knowledge of interviewing techniques.

Ability to exercise considerable tact, courtesy, discretion, firmness, fairness, and cultural sensitivity in contact with clients and the general public.

Ability to establish and maintain effective working relationships with clients, county employees, officials, and the general public.

Ability to deal with clients in crisis situations.

Ability to speak Spanish is preferred but not required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; and use hands to finger, handle, or feel objects, tools, or controls. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions and is required to conduct site visits in neighborhoods with known crime problems. The employee will visit clients as necessary at the county jail or prison facilities. The employee is exposed to a variety of communicable diseases while interviewing clients or performing home visits. Vicious dogs and/or mentally unstable clients may represent a threat to employee. The noise level in the work environment is usually moderate.

Nueces County Job Description

Job Title: Legal Secretary II – Public Defender’s Office – TIDC-Grant Funded Position - 0111-2530

Job Code: 0111

Salary Level: Pay Group 18

Class: Clerical

FLSA: Non-Exempt

W. C. Code: 8810

SIC Code: 8741

Prepared By: Sara Longoria

Date: Created 11-18-2022; Rev. 11/21/2022

Approved By:

Date:

SUMMARY: The Nueces County Public Defender’s Office is seeking a legal secretary to assist attorneys representing indigent individuals facing criminal charges. The legal secretary will provide support for a full range of legal services as part of the defense team. The legal secretary will perform clerical and secretarial tasks to establish organized case files, monitor calendar settings, assist attorneys in preparing for court and related duties as required to ensure efficient operation of the department and effective representation of indigent clients.

The employee is required to be on duty before, during, and after natural disasters and emergencies, as directed by the Department Head.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Compose, type, and process a variety of legal documents and/or letters.

Obtain information related to cases assigned to the Public Defender’s Office and information needed to assist attorney in drafting or reviewing legal documents.

Use the computer to process, retrieve and disseminate information and documents, including word processing functions for letters, memoranda, and legal documents.

Prepare documents for filing with District or County Clerk and for attorneys’ use in court.

Respond to inquiries from community agencies, prosecutors, and clients regarding the status of certain cases at the direction of attorneys.

Assist public defense team in effective use of case management system/software.

Monitor court docket, maintain accurate information on all court settings and deadlines and coordinate

settings with attorneys.

Maintain calendar and communicate with attorneys to ensure coverage of settings and deadlines.

Log cases filed or new files opened to reflect file numbers and dates assigned.

Maintain accurate files on assigned cases, including opening new files, closing files, recording statistical information, and organizing discovery and records for effective use by attorneys.

Compile and type statistical reports and/or keep monthly statistics on cases or files pending.

May set appointments for supervisor(s) and/or attorneys.

May perform notary public services.

May transcribe legal and other technical dictation.

May screen walk-in visitors and telephone callers and assist them directly or refer them to the appropriate office or person.

May aid in locating witnesses.

May act as a resource to other legal secretaries and may train new secretaries.

May perform any other clerical duties, including but not limited to issue subpoenas, certify authenticity of copies of court documents, date, stamp, and file legal documents with the court, copy and scan documents.

Performs such other duties as may be assigned.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any employee who drives a vehicle on official business must have a driving record which meets standards set by the County and the County's insurance carrier.

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED) with courses in typing and computers and three years of responsible clerical work experience; at least one year of legal secretarial experience with a governmental entity or law firm is preferred.

Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities, may be considered for current Nueces County employees only.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent.

REASONING ABILITY: Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS: Texas Operator's Drivers License.

OTHER SKILLS AND ABILITIES: Ability to understand and follow oral and written instructions.

Ability to proofread for accuracy.

Knowledge of justice system procedures and functions, modern office practices, legal documents, and terminology.

Ability to work independently on difficult or complex clerical tasks and to prepare, verify and correct legal documents and complicated legal instruments.

Ability to train and serve as a resource to other clerical and/or secretarial employees.

Ability to type accurately at a speed of 60 words per minute.

Ability to operate a computer using standard data entry/retrieval, word processing programs, Excel, Adobe, and case management software. Excellent grammar and spelling.

Ability to apply rules, regulations, and statutes to standard or routine situations.

Ability to make judgments regarding appropriate response to routine questions or situations and to recognize the need to refer more complex issues to a supervisor.

Ability to establish and maintain effective working relationships with other county employees and officials, attorneys, court personnel, law enforcement agencies and the general public.

May be required to be bilingual.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to stand; walk; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually moderate.