

**POTTER COUNTY**  
**AN EQUAL OPPORTUNITY EMPLOYER**

**Assistant Public Defender Job Description**

The Potter and Armstrong County Public Defender and Managed Assigned Counsel Offices are zealous advocates and trial lawyers serving the needs of our clients with qualified, compassionate, and holistic solutions. Our offices strive to mirror the hard-working demographics of the Texas Panhandle area with a resolute determination, a heart for service, and a justice-seeking spirit. The Assistant Public Defender (APD) is an employee of Potter County who represents indigent clients assigned to the Public Defender Office (PDO). This is an exciting opportunity to be part of a team that is starting up a new public defender office in Amarillo, TX.

**Potter County is an Equal Opportunity Employer**

Salary: \$80,000-\$94,500 depending upon experience. Additional stipends for special skills/foreign language.

**Office Benefits**

- Diversity and inclusion
- Work from home days
- Relaxed office culture

Words from the Chief:

“If you have reasons that you cannot work or would like to take time off work, email the Chief Public Defender and Public Defender Support Staff with your request – your wellbeing is of paramount importance to us. Do not be afraid to ask if you need off. When you are away from the office, *be* away from the office. I might suggest turning your phone off and disabling notifications.”

“We are THE voice for the defense. This should not be a job, but a mission you get paid to do. Gone are the days of functional institutions pretending there is merit in banking a bunch of vacation hours you never get to use. Presuming that the sole function of being alive has to do with your job or thinking that a badge of honor comes with ignoring your mental health is asinine. Be good to yourself, spend time with your family, and actually take that beach or mountain vacation.”

**County Benefits**

- 210% County match for retirement account, transferrable to other counties after vesting.
- Optional 457(b)
- Medical/Dental/Vision – other insurance options

Please check out these links for more information on Amarillo and working with Potter & Armstrong County Public Defender Office:

<https://www.youtube.com/watch?v=bI92kM0p00M>  
<https://www.youtube.com/watch?v=aBN2qKRYO4w&t=10s>  
<https://www.youtube.com/watch?v=MnkNLtwWnR0>  
<https://www.youtube.com/watch?v=i8gquc2R4GI>

<https://www.papdmac.org/>

### **Duties and Responsibilities:**

- Represent clients accused of felony and misdemeanor offenses in Potter or Armstrong County. May have appellate or juvenile cases as assigned by the PDO Chief.
- Assure zealous representation for indigent clients.
- Meet with indigent clients for initial interviews, to explain the law, give legal advice, explain legal options, and discuss plea offers or trial strategies.
- Review discovery and evidence, including police reports, witness statements and interrogations, dashcam and surveillance video, cellphone records, forensic reports and other discovery and evidence.
- Research, analyze and interpret issues of law. Prepare memoranda, motions, and other pleadings. Review drafts of pleadings, motions, and memoranda prepared by legal staff.
- Appear in court for trial, pleas, and other hearings.
- Work with other APDs in the formulation of legal strategies and options for clients.
- Communicate with clients, witnesses, prosecutors, and law enforcement as required, including regular trips to jails and prisons. Includes magistration appearance with recently arrested clients when possible.
- Assist fellow public defenders in researching legal issues and in preparing memoranda, pleadings and motions.
- Prepare cases for jury trials, bench trials, open pleas, and contested motion hearings.
- Work with the social services and mental health coordinator to get clients into appropriate social and behavioral health services. Work for alternative dispositions such as specialty courts, mental health treatment, pre-trial diversion, and other options.
- Negotiate with prosecutors on behalf of clients.
- May have appellate or juvenile cases as assigned by the PDO Chief.
- Maintain good standing with the State Bar of Texas along with all required CLE.
- The duties listed above are examples of types of work that may be performed. Nothing in this job description restricts the PDO Chief's right to assign or reassign duties and responsibilities to this job at any time as the need arises.

### **Requirements**

- J.D. degree and license in good standing to practice law with the State Bar of Texas.
- Good trial skills and/or a willingness to develop such skills are required.
- Effective organizational and time management skills.
- Ability to manage a trial schedule and caseload that complies with Texas Indigent Defense Commission Guidelines.
- May require evening and weekend hours. Travel may be required as well.
- Must have or obtain by date of hire a valid driver's license and reliable transportation.

### **Preferences**

- Foreign language speakers. (Spanish and Burmese are in high demand)
- 2+ years of felony criminal trial experience. Minimum of 2 jury trials to verdict.
- Prior appellate and juvenile criminal experience.
- Good technological abilities.

Send resume and references to [Jason.howell@papdmac.org](mailto:Jason.howell@papdmac.org) and [Amy.Conner@papdmac.org](mailto:Amy.Conner@papdmac.org)  
If you have any questions, call (806)242-3415.

“POTTER COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR,  
NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY”