

COUNTY OF POTTER
EMPLOYMENT OPPORTUNITIES
CENTRAL PERSONNEL

The County of Potter is in need of a qualified individual to fill the following position. Applicants may be interviewed only if they meet the necessary requirements and qualifications for the following:

Assistant Public Defender Job Description

The Panhandle Area Public Defenders 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 (PAPDO). This is an exciting opportunity to be part of a team that is expanding around the Texas Panhandle. We are THE voice for the defense. This should not be a job, but a mission you get paid to do.

Potter County is an Equal Opportunity Employer

Salary: \$80,000-\$110,000 depending upon experience. Additional stipends for special skills/foreign language.

Office Benefits

- Diversity and inclusion
- Relaxed office culture
- Team oriented and supportive atmosphere

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 the Texas Panhandle and working with the Panhandle Area Public Defender Office:

<https://www.nps.gov/lamr/index.htm>

<https://palodurocanyon.com/>

<https://www.clarendontx.com/greenbelt>

<https://www.milb.com/amarillo>

<https://welcomepardner.com/new/calendar/>

<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.herefordtx.org/event-calendar.html>

<https://www.tourtexas.com/destinations/Dumas-Moore-County-events>

https://panhandletx.govoffice2.com/index.asp?Type=B_EV&SEC=%7B2CF16748-9D8B-4BFB-8969-5ACCCD21ED4D%7D&MODE=LIST

Duties and Responsibilities:

- Represent clients accused of felony and misdemeanor offenses in the Panhandle area.
- May have appellate or juvenile cases as assigned by the PAPDO 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 the participating county jails. 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.
- 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 PAPDO 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.
 - If you are not currently licensed in Texas please check reciprocity rules or contact the State Bar of Texas for admission rules.
- 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. Prior jury trial experience.
- Prior appellate and juvenile criminal experience.
- Good technological abilities.
-

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

**APPLICATIONS AND RESUMES MAY BE SUBMITTED TO
POTTER COUNTY HUMAN RESOURCES DEPARTMENT AT
human-resources@co.potter.tx.us**

OR

**THEY MAY BE MAILED OR DELIVERED IN PERSON TO
900 S. POLK, SUITE 705, AMARILLO TX 79101
806-349-4831**

APPLICATIONS/RESUMES WILL BE ACCEPTED UNTIL POSITION IS FILLED.

A BACKGROUND INVESTIGATION, INCLUDING REVIEW OF ANY CRIMINAL HISTORY INFORMATION,
MAY BE CONDUCTED AS ALLOWED BY LAW.

**POTTER COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX,
RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISIONS OF SERVICES."**