

COUNTY OF POTTER, TEXAS
EMPLOYMENT OPPORTUNITIES

AN EQUAL OPPORTUNITY EMPLOYER

The County of Potter is seeking a qualified individual to fill the following position.

Managed Assigned Counsel Director of the Office of the
Potter/Armstrong County Public Defender/Managed Assigned Counsel (PD/MAC)

JOB DESCRIPTION:

Potter and Armstrong Counties, located in the Panhandle of Texas, are implementing a hybrid indigent defense program that combines a Public Defender division with a Managed Assigned Counsel division. Each division will be separately managed its own Director. This brand-new program will be built from the ground up under the direction of the two Directors. Funding to support the program's implementation has already been secured through the Texas Indigent Defense Commission and the two Commissioners' Courts.

In general, the Managed Assigned Counsel (MAC) Director will oversee every aspect of the Counties' managed assigned counsel program. The MAC Director will also serve as the primary mentor to the PD/MAC's Fellowship attorneys. The Fellowship program is essentially a 1½ - 2-year paid, practicum for newly graduated lawyers aspiring to become criminal defense attorneys. The MAC Director supervises the employees of the Managed Assigned Counsel division of the PD/MAC. The MAC Director will work in coordination with the Director of the PD division.

SUPERVISES:

- 3 – 5 Fellowship Attorneys
- A MAC Manager (or controller)
- Paralegal
- Mental Health/Social Services Coordinator

REPORTS TO:

The MAC Director is employed by Potter County but reports to the Potter/Armstrong County PD/MAC Oversight Board, a non-partisan body created by the Commissioners' Courts to independently oversee and govern the operations of the Potter/Armstrong County PD/MAC. Among the authorities granted the Board by the Courts is the hiring/firing of the PD/MAC's Directors.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Ensures the functions and services of the Managed Assigned Counsel (MAC) division are provided in accordance with the requirements of State and Federal Constitutions, State and Federal Law, and State Bar of Texas ethical rules.

Potter County, TX
Managed Assigned Counsel Posting

- Develops and implements policies and procedures for the MAC to meet the standards and guidelines of the Texas Indigent Defense Commission.
- Plans, organizes, directs, and manages the day-to-day operations of the MAC's division.
- Prepares and implements a written plan of operation for the MAC as required by Texas Code of Criminal Procedure Article 26.047(c).
- Develops and implements a standard and consistent process of indigence determination.
- Manages the private appointed legal representation of indigent defendants in the 2-county area.
- Maintains a current roster of qualified attorneys, makes case assignments, and oversees scheduling of counsel. Monitors cases and the performance of assigned attorneys.
- Approves the use of investigators, experts and other resources required for particular cases and assigned counsel.
- Reviews, approves and processes vouchers for payment to assigned attorneys, investigators, experts and other expenditures associated with particular cases.
- Monitors and maintains caseload guidelines, monitors attorney training to verify that each of the assigned counsel attorneys at a minimum, meets their CLE requirements.
- Resolves non-grievance matters between defendants, and assigned counsel and the courts, including administratively reassigning counsel when appropriate.
- Supervises the Fellowship Program ensuring that the participating Fellow attorneys are guided down a 1½ - 2-year path of development to becoming competent public defender attorneys.
- Responsible for the selection, training, evaluation, promotion and termination of MAC staff.
- Supervises planning, development, production of statistical reports and assists with the preparation and monitoring of annual budget.
- Develops and maintains good working relationships with the judges of assigned courts while continuing to act as a vigorous advocate for the rights of clients being represented.
- Makes presentations to social and civic groups, incarcerated persons, and other organizations to publicize, promote, and explain the public defender program.
- Represents the MAC office in appropriate public and professional meetings and conferences, in interactions with state and municipal officials, County and State bar associations, and citizen groups.
- Staffs and helps to facilitate the conduct of the quarterly meetings of the Potter/Armstrong County PD/MAC Oversight Board.
- Prepares reports and makes presentations as requested to the Potter and/or Armstrong County Commissioner's Court.
- This position is full time and therefore the appointee cannot engage in the private practice of law.

EDUCATION & EXPERIENCE:

- License to practice law in good standing in the State of Texas or immediately eligible to obtain licensure through the Texas Board of Law Examiners Admission Without Examination (AWOX) process. (Applicants not licensed to practice law in Texas must review the TBLE AWOX requirements: <https://ble.texas.gov/admission-without-examination>).

Potter County, TX
Managed Assigned Counsel Posting

- Have at a minimum, five (5) years of Criminal Law experience preferably with Non-Capital Murder qualifications.
- Understand the ABA Criminal Justice Standards for the Defense Function, the National Association of Public Defense Foundational Principles, the Texas Indigent Defense Commission's Guide-lines for Indigent Defense Caseloads and the Performance Guidelines for Non-Capital Criminal Defense Representation promulgated by the State Bar of Texas.
- Complete knowledge of and ability to apply federal, state, and local laws and ordinances to a wide variety of individual situations and circumstances for the preparation of cases and defense of clients before the court and/or jury.

SALARY & BENEFITS:

Starting Salary: Up to \$115,000.00; DOQ.

Benefits include access to a quality health insurance plan and enrollment in a defined benefit retirement plan through the Texas County and District Retirement System, www.tcdrs.org.

Annual leave for new hires includes 13 holidays and 10 vacation days. Sick leave accumulates at one day per month. After one year of service a portion of unused sick leave (up to 4 days per year) can be converted to additional vacation leave. State Bar dues, CLE classes, and memberships in the Texas District and County Attorneys Association and the Amarillo Area Bar Association will be paid by the County.

APPLICATION:

Interested candidates should submit 1) a letter of interest, 2) a resume, 3) a writing sample, and 4) references to:

Bonita Gunden with the Managed Assigned Counsel at bonita.gunden@papdmac.org. Questions can be addressed to Bonita Gunden at (806) 242-3424.

A background investigation of each applicant, including review of any criminal history information, may be conducted. Candidates selected for an interview will be notified and will need to travel to Amarillo for the interview, or an interview by Zoom or GoToMeeting may be an option. Interview expenses cannot be reimbursed.

APPLICATIONS WILL BE ACCEPTED UNTIL FILLED

**“POTTER COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR,
NATIONAL ORGIN, SEX, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OF THE
PROVISIONS OF SERVICES”**

For more information about Potter County and Amarillo
check out our video tour on our home page

www.co.potter.tx.us