

COUNTY OF POTTER EMPLOYMENT OPPORTUNITIES

AN EQUAL OPPORTUNITY EMPLOYER

Public Defender Support Staff 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 Public Defender Support Staff is an employee of Potter County who assists the office in its representation of 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.

Duties and Responsibilities □ Maintain and enhance the Public Defender Office's commitment to zealous representation of our indigent clients.

- Assist attorneys in reviewing and preparing documents and cases.
- Maintain strict confidentiality.
- Review cases for potential conflicts of interest.
- Provide broad administrative and office support; screen visitors and telephone calls.
- Create and proofread a wide variety of reports, letters, memos, tables and charts.
- Compose correspondence for review and signature by staff.
- Prepare various legal documents for attorney review.
- Assist attorney staff with case preparation.
- Calendar hearings and meetings for attorneys.
- Prepare agendas; attend and participate in meetings, training, and information sessions.
- Perform such other related duties as may be assigned by the PD Director.
- Maintain a safe, cordial, and healthy work place environment. **Requirements**
- Certification as a paralegal, court coordinator/administrator, or 2+ years as a legal secretary.
- Ability to work both independently and as a team.
- Effective organizational and time management skills required to execute duties.
- Good technological abilities.
- Good oral and written communication skills.

Preferences

- Foreign Language Speakers. (Spanish and Burmese are in high demand) Court Certified compensated.
- Experience running conflict checks and managing multiple software systems.
- Prior grant writing, accounting, and budgeting experience.

Salary: \$40,000-\$50,000 depending upon experience and skills/foreign language.

Send resume and references to Jason.howell@papdmac.org

If you have any questions, call (806)242-3415.

Interested candidates may also submit a Potter County employment application (accessible at www.co.potter.tx.us) and forward said application letter of interest, resume, and references to:

Potter County Human Resources Department
900 South Polk Street, Suite 705
Amarillo, Texas 79101
E-mail: terrirobertson@co.potter.tx.us

APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED

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.