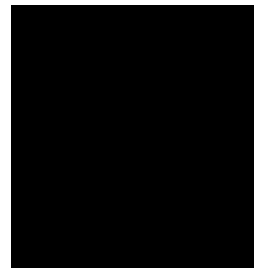


# WICHITA COUNTY

## *Job Announcement*



Posting Number: 2020-014

**POSITION:** Assistant Public Defender

**LOCATION:** Wichita County Courthouse Annex  
600 Scott Street, Room 204  
Wichita Falls, Texas 76301

**SUPERVISOR:** Wichita County Chief Public Defender

**HOURS:** 8:00 a.m. – 5:00 p.m., Monday – Friday  
(Occasional overtime may be required.)

**SALARY:** \$5,157.16 - \$5,314.57 monthly  
(Depending on Qualifications)

**POSTING DATE:** August 4, 2020

**CLOSING DATE:** August 18, 2020 or Until Filled

► **JOB SUMMARY:**

Provide legal representation of indigent adult defendants from initial detention through the appeal process, if necessary.

► **ESSENTIAL DUTIES:**

- Provide legal representation of adults charged with class B misdemeanors and above.
- Jail visits for bond issues / casework.
- Case consultations with clients.
- Plea bargain negotiations.
- Preparation of cases for trial.
- Present oral arguments for Appellate Courts.
- Research and file appellate briefs.

► **MINIMUM QUALIFICATIONS:**

- Must have a minimum of three (1) years, experience in criminal law practice, or comparable civil experience or judicial research/clerking experience.

- Must be licensed to practice law in the State of Texas.
- Must be a current member in good standing with the State Bar of Texas.
- Demonstrated interest in criminal law.
- Possess public speaking and legal research and writing skills.
- Capable of managing an active criminal trial case load.
- Capable of operating in a multi-task working office.

► **ENVIRONMENTAL WORKING CONDITIONS:**

- Must be able to working in various work locations to include offices, courtrooms, and external environments.
- Must be able to working in hostile environments, with hostile clients and opposing attorneys.
- Must be able to work overtime hours, when necessary.
- Must be physically able to occasionally lift and move loads weighing up to fifty (50) pounds.
- Must observe and comply with Wichita County’s **NO SMOKING** policy in County-owned buildings, offices, vehicles, motor driven equipment and on property designated as **NO SMOKING** areas.

► **APPLY TO:**

**James A. Rasmussen, Chief Public Defender, Wichita County Courthouse Annex  
600 Scott Street, Room 204  
Wichita Falls, Tx. 76301  
(940) 766-8199**

Or

**Wichita County Human Resources Office  
900 7<sup>th</sup> Street, Room 132  
Wichita Falls, Texas 76301-2441  
(940) 766-8108  
(940) 766-8277 FAX**

**EQUAL OPPORTUNITY EMPLOYER:** It is the policy of Wichita County to recruit, hire, train, and promote persons in all job categories without regard to race, color, national origin, religion, sex, age, or disability. It is the policy of Wichita County to consider qualified individuals according to ADAAA standards. If notified in advance, requested accommodations will be considered. Final reasonable accommodations will be determined in accordance with ADAAA standards by departments after appropriate consultation. Rejected accommodations will be documented and retained on file.

TEXAS RELAY: TDD (800) 735-2989, VOICE (800) 735-2988. For candidates requesting Braille, Mobility requests, etc., please call (940) 766-8108. HR/ADAAA Compliance Office, Wichita County Courthouse, 900 7<sup>th</sup> Street, Room 132, Wichita Falls, TX 76301.