

# WICHITA COUNTY

## Job Announcement



Job Posting Number 2022-048

**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 (or, as required)

**SALARY:** \$5,157.16 to 6,950.00 Monthly Depending on Qualifications

**POSTING DATE:** March 24, 2022

**CLOSING DATE:** Open 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. Including all levels of felonies.
- Jail visits for bond issues / casework.
- Case consultations with clients.
- Plea bargain negotiations.
- Preparation of cases for trial.
- Present oral arguments for Jury Trials.
- Present oral arguments for Appellate Courts.
- Research and file appellate briefs.

► **MINIMUM QUALIFICATIONS:**

- Must have a minimum of three (3) years of 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-tasking office.

► **ENVIRONMENTAL WORKING CONDITIONS:**

- Must be able to work in various work locations to include offices, courtrooms, and external environments.
- Must be able to work 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, Texas 76301**  
**(940) 766-8199**

**Or**

**Wichita County Human Resources Office**  
**900 7<sup>th</sup> Street, Room 130**  
**Wichita Falls, Texas 76301**  
**(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 ADA standards. If notified in advance, requested accommodations will be considered. Final reasonable accommodations will be determined in accordance with ADA standards by departments after appropriate consultation. Rejected accommodations will be documented and retained on file.

TEXAS RELAY: TDD 1-800-735-2989, VOICE 1-800-735-2988. For candidates requesting Braille, Mobility requests, etc., please call 940.766.8108. HR/ADA Compliance Office, Room 133, Wichita County Courthouse, 900 7<sup>th</sup> Street, Wichita Falls, Texas 76301.