



Victoria County, TX

101 N Bridge St. Victoria TX 77901

<u>Position Title:</u>	Chief Public Defender Crossroads Regional Public Defender Office	<u>Effective Date:</u>	December 2023
<u>Department:</u>		<u>Salary:</u>	\$150,000 - \$175,000 Annual* *Depending on Qualifications
<u>Accountable to:</u>	CRPDO Oversight Board	<u>Status:</u>	Exempt

PRIMARY OBJECTIVES

The Crossroads Regional Public Defender Office (CRPDO) will provide quality legal defense to persons who cannot afford counsel in felony, misdemeanor, and juvenile cases in Victoria, Jackson, Refugio, and Lavaca Counties.

The Chief Public Defender will serve as the administrative head of an office of approximately 18 attorneys and 9 staff. The office will represent approximately 2,656 cases each year. The Chief will be a full-time employee of Victoria County and will carry a limited caseload. Outside legal work is prohibited.

This is an opportunity to help create a holistic, client-centered public defender office from the ground up.

Supervision Received

Work is under the direction, policies, and goals of the CRPDO Oversight Board.

Supervision Exercised

Supervision is exercised over subordinate personnel.

PRIMARY DUTIES AND RESPONSIBILITIES

1. The Chief Public Defender ensures that the office provides quality criminal defense representation that complies with federal and state constitutions, state statutes, ethical rules, and state and national best practices.
2. The Chief oversees and provides representation of felony, misdemeanor, and juvenile defendants.
3. The Chief will ensure that all attorneys and staff are trained to comply with state and federal constitutions, state and federal laws, ethical rules, and best practices, including holistic, client-centered representation.
4. The Chief supervises professional and support personnel.
5. The Chief allocates resources for services, equipment, facilities, and finances planning and advocating for future services and budgetary needs of the office.
6. The Chief hires, evaluates, disciplines, and dismisses attorneys and staff.
7. The Chief supervises the planning, development, preparation, and monitoring of the annual budget, grant funding, and statistical reports.
8. The Chief directs staff on legal issues, case dispositions, and advocacy.
9. The Chief represents the public defense function in criminal justice coordinating meetings with clients, judges, prosecutors, commissioners, and others.
10. The Chief presents to social and civic groups, incarcerated persons, and other organizations to explain, publicize, and promote the public defender program and defendants' rights.

11. The Chief represents the Public Defender Office in appropriate public and professional meetings and conferences; in interactions with state, county, and municipal officials; county and state bar associations; and citizen groups.
12. The Chief reports regularly to the CRPDO Oversight Board and Victoria County Commissioners Court.
13. May perform other duties. *The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

MINIMUM QUALIFICATIONS

- Juris Doctor
- Licensed to practice law in the State of Texas
- Valid Texas Driver's License

COMPETENCIES

Candidates for Chief Public Defender should possess leadership, litigation, public defense, supervision, management, and budgeting skills. Additionally, to perform this job successfully an individual must be able to perform each essential duty satisfactorily, and ideally meet the following competencies:

- Has litigated criminal cases for at least 7 years. Has tried at least 15 cases to verdict.
- Has supervised at least 5 attorneys and staff. Has served as a supervisor for at least 4 years.
- Has managed daily operations for a legal organization for at least 4 years.
- Has helped create or oversee an organizational budget.

WORKING CONDITIONS

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

- Employees sit most of the time but may walk or stand for some periods of time.
- This is light work requiring some physical agility such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions, and manual dexterity.
- Sensory requirements include standard vision requirements, the ability to convey detailed or important instructions to others accurately, loudly, or quickly, and detailed hearing requirements - hear detailed information through oral communication and/or make fine distinctions in sound.

Physical Exertion (Pounds)	
Up to 10	Seldom or never
Up to 25	Occasionally
Up to 50	Seldom or never
Up to 100	Seldom or never

100 or more	Seldom or never
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Environmental Exposures	
Work near moving mechanical parts	Seldom or never
Work in high, precarious places	Seldom or never
Toxic or caustic chemicals	Seldom or never
Outdoor weather conditions	Seldom or never
Extreme Cold, non-weather	Seldom or never
Extreme Heat, non-weather	Seldom or never
Noise Level	Quiet

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If interested, submit a cover letter, resume, and 3 references to the Victoria County Human Resources, Victoria County Courthouse. EEOE. No phone calls please. *Applications will be required by final candidates.*

Victoria County Human Resources
115 N. Bridge St., Room 127
Victoria, TX 77901