

**ATASCOSA AREA ADVOCATES PUBLIC DEFENDER'S OFFICE  
(AAAPDO)**

**Seeking AAAPDO Assistant Public Defenders**

**SALARY:** \$85,000 – \$103,000

**BENEFITS:** Health Insurance, retirement plan, and Paid Time Off

**REPRESENTED AREAS:** Atascosa, Wilson, Karnes and Frio Counties (Four counties of the 81<sup>st</sup>-218<sup>th</sup> Judicial District)

**DEADLINE:** Until filled; Please submit resume and cover letter via mail or email to the Chief Public Defender, 607 W. Oaklawn, Pleasanton, TX 78064, [sbrown@co.atascosa.tx.us](mailto:sbrown@co.atascosa.tx.us); or via email to Office Manager, Shannon Smith, at [ssmith@co.atascosa.tx.us](mailto:ssmith@co.atascosa.tx.us); or drop off at the AAAPDO office at 607 W. Oaklawn, Pleasanton, TX 78064.

**Job Summary:**

The Atascosa Area Advocates Public Defender's Office is seeking entry-level and experienced Assistant Public Defenders, to represent those defendants whom the court has found to be eligible for a court appointed attorney in the Counties of Atascosa, Frio, Karnes, and Wilson, located near San Antonio, Texas. This position provides quality legal defense to indigent individuals charged with misdemeanor, juvenile, and felony criminal offenses. This position offers excellent training, both within the office and through external organizations. Caseloads are limited pursuant to effective representation guidelines established by the Texas Indigent Defense Commission. The office uses a team-based approach, which provides intensive mentoring and significant experience with the full range of cases handled by the office and the opportunity for increased responsibility with increased experience.

Third-year law students, those studying for the bar, and those awaiting bar results will be considered. Entry-level Assistant Public Defenders will have primary responsibility, with supervision, to handle misdemeanor caseloads. Additional responsibilities will include assisting in felony trial preparation and trials and consulting with felony Clients and witnesses. Experienced Assistant Public Defenders will have primary responsibility for felony caseloads. Both positions will also include some juvenile work.

This is an exciting opportunity to be a part of a holistic, client-centered public defender's office and to make a difference in clients' lives and in the criminal justice system. The office consists of a team of 15 felony and misdemeanor Assistant Public Defenders who work together as energetic and enthusiastic advocates for indigent defendants.

#### **MINIMUM QUALIFICATIONS:**

- Graduation from an accredited college or university with a Doctor of Jurisprudence (J.D.)
- Must be licensed to practice law in the State of Texas and maintain good standing with State Bar of Texas, or acquire license within six (6) months
- Effective organizational and time management skills required to successfully execute job duties
- Excellent trial skills are required for experienced attorneys; good knowledge of criminal defense procedures and techniques; knowledge of plea bargaining and negotiation; good knowledge of the criminal justice system; good knowledge of case law; some knowledge of medical and mental health terminology as relevant; good written and oral communication skills required
- Less experienced attorneys should have the ability to ascertain factual information from conflicting or purposely inaccurate data; ability to organize and present facts and legal arguments, with supporting logic, in a courtroom setting; ability to make presentations; ability to handle legal research; ability to communicate and negotiate effectively, both verbally and in writing; ability to communicate effectively with hostile, abusive and irrational individuals
- Ability to operate personal computers
- Ability to supervise non-attorney employees; ability to establish and maintain effective working relationships with co-workers, County employees, outside agencies and the general public
- Must possess the skill to manage a demanding caseload of cases assigned
- Must secure and maintain a favorable background investigation and clearance
- Must secure and maintain a pre-employment physical

- Must have a personal vehicle, a valid driver's license, motor vehicle liability insurance and personal injury insurance
- May be required to work more than 40 hours during the workweek
- Valid Texas driver's license and reliable transportation
- Willingness to perform duties as assigned.

**Working Conditions and Physical Demands:**

- Physical requirements include occasional lifting/carrying of 10-15 lbs. occasionally; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate computer keyboard. Subject to sitting, standing, walking, reaching and handling to perform the essential functions
- Working conditions are primarily in an office/courtroom environment