

PUBLIC DEFENDER II

GRADE: 14

GENERAL DESCRIPTION

Performs routine (journey-level) attorney work. Work involves examining and preparing legal documents, rendering legal advice and counsel, conducting hearings, and assisting in preparing cases for trial; May train others; Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Advises staff and the public on legal matters and the interpretation and application of county laws and regulations

Prepares legal opinions, briefs, contracts, proposals, and reports

Conducts or assists in conducting administrative, regulatory, evidentiary, and enforcement hearings

Researches points of law involved in hearings to determine the validity and completeness of cases cited

Investigates alleged law violations and prepared reports of findings

Assists in preparing cases for court trial and in representing the county in matters before court as appropriate

May preside over administrative hearings to set rates, suspend or cancel permits, assess penalties, or consider related matters; to rule on procedural and evidentiary issues; to prepare proposals for decisions; and develop administrative records

May draft memoranda on regulatory matters and administrative rules for the *Texas Register*

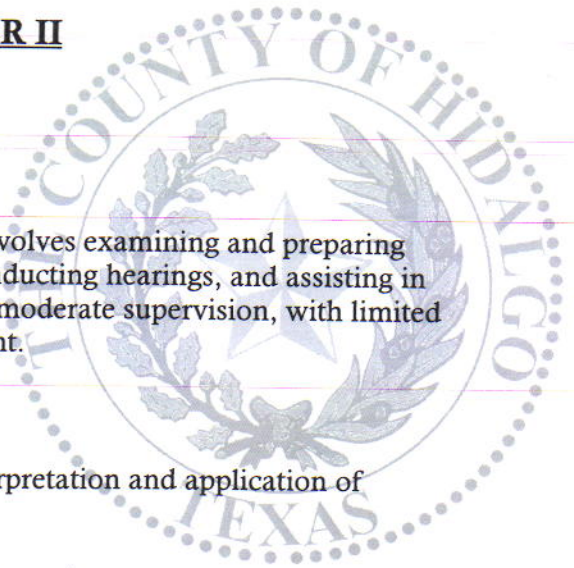
May draft or assist in drafting bills and amendments for legislative consideration

May provide research for policy and process questions

May serve as a liaison with complainants to be represented in an administrative hearing or with their authorized representatives

May train others

Performs related work as assigned



GENERAL QUALIFICATION GUIDELINES

Experience and Education

Two to three (2-3) years of experience in legal work; Graduation from an accredited law school with a Bachelor of Laws (LL.B.) or a Juris Doctor (J.D.) degree. Member must be in good standing with the State Bar of Texas.

Knowledge, Skills, and Abilities

Knowledge of legal principles, practices, and proceedings; and of laws, regulations, and rules related to the county.

Skill in legal research, writing, and analysis

Ability to conduct hearings, to prepare opinions and briefs, to prepare cases for trial, to conduct research, to summarize findings, to interpret and apply laws, to use legal reference materials, to communicate effectively, and to train others

Registration, Certification, or Licensure

Must possess a license to practice law in the State of Texas

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

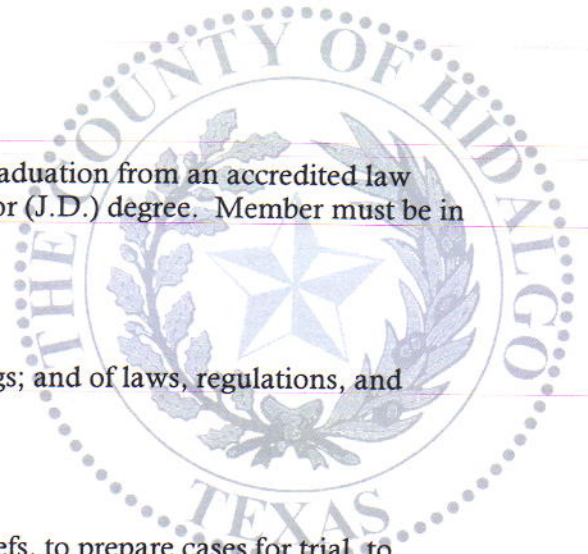
WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:



- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

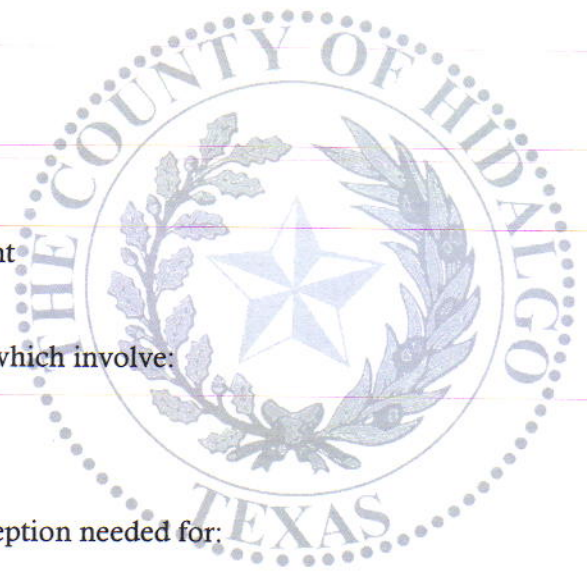
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations



NOTE: This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title. It is not necessarily an exhaustive list of duties and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

PUBLIC DEFENDER III

GRADE: 16

GENERAL DESCRIPTION

Provides advance legal representation as a court appointed attorney for defendants charged with criminal offenses. Represents indigent clients accused of criminal violations in the phases of complex cases involving criminal defense; assists in providing work direction to other attorneys as assigned. Provides oversight to subordinate staff; will serve as a lead capacity, advising other attorneys while being assigned the more complex and difficult cases.

EXAMPLES OF WORK PERFORMED

Assists in the planning, development, implementation and review of departmental policies and procedures and ensures activities are consistent with goals and objectives

Assists in the direction and oversight of subordinate staff within the department; makes recommendations regarding performance evaluations and/or disciplinary actions

Assists in providing work direction to other attorneys as assigned; lead other attorneys assigned to complex cases

Provides technical expertise and work direction to other attorneys as assigned; lead other attorneys assigned to complex and/or controversial cases

Conducts research and responds to inquiries regarding legal issues related to criminal law from other departments and/or other external agencies

Advises staff and the public on legal matters and the interpretation and application of county laws and regulations

Prepares legal opinions, briefs, contracts, proposals, and reports

Conducts or assists in conducting administrative, regulatory, evidentiary, and enforcement hearings

Negotiate settlements on behalf of assigned clients

Researches points of law involved in hearings to determine the validity and completeness of cases cited

Investigates alleged law violations and prepared reports of findings

Review cases to determine if pretrial motions must be filed

Assists in preparing cases for court trial and in representing the county in matters before court as appropriate

Gather evidence to formulate defense or to initiate legal actions, by such means as interviewing witnesses to ascertain the facts of a case

Represents clients in court for complex criminal cases

Serves as a liaison during community/business gatherings with other county departments, including external groups and organizations

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Two to three (2-3) years of experience practicing law with litigation including a minimum of one (1) year of supervisory experience required. Graduation from an accredited law school with a Bachelor of Laws (LL.B.) or a Juris Doctor (J.D.) degree. Member must be in good standing with the State Bar of Texas.

Bilingual preferred (English/Spanish)

Certificates, Licenses & Registration

Applicant must have a current valid Texas operator's driver's license

Must be able to be insured by the County's insurance carrier

Must possess a license to practice law in the State of Texas

Knowledge, Skills, and Abilities

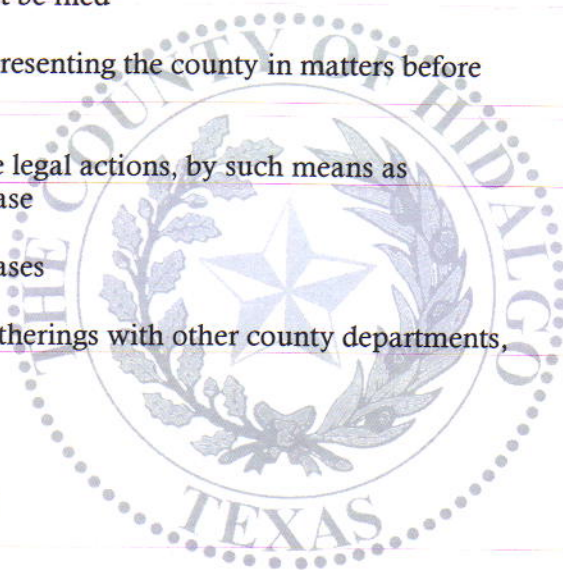
Knowledge of legal principles, practices, and proceedings; and of laws, regulations, and rules related to the county.

Ability to comprehend and analyze complex legal issues and complicated factual details

Ability to work effectively with others as well as work independently, without close supervision

Ability to conduct hearings, to prepare opinions and briefs, to prepare cases for trial, to conduct research, to summarize findings, to interpret and apply laws, to use legal reference materials, and to communicate effectively

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County



PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

NOTE: This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title. It is not necessarily an exhaustive list of duties and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

SOCIAL WORKER

GRADE: 11

GENERAL DESCRIPTION

Provides social work services to clients and families to include case management, psychosocial and/or resource needs assessments. Utilizes community resources to assist clients and their families and provides client/family education, training, and/or advocacy. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Assists client and/or their family in assessing their psychosocial and/or resource needs assessment and obtains maximum benefit from all available sources

Develops and implements client/family treatment plans and monitors progress. Conducts periodic and final assessments to determine progress, client barriers, follow-up needs and client outcomes as necessary

Provides direct supportive counseling and crisis intervention to individuals and/or their families to increase their ability to overcome and prevent crisis

Promotes progress and assists clients toward self-sufficiency, health and well being

Provides short or long-term case management and service coordination to ensure maximum self-sufficiency and non-institutional living

Utilizes community resources to assist client in learning to live as a self-sufficient member of the community, including, but not limited to medical resources, local, state and federal agencies, community-based agencies and other resources

Participates in community collaboration for resource development and elimination of duplication of services

Provides client/family education, training and advocacy related to their current situation

Maintains current knowledge about resource availability, service costs, and budgetary parameters and remains fiscally responsible in carrying out all case management functions and activities

Participates in evaluative and quality assurance activities designed to monitor the appropriateness and effectiveness of both the service delivery system in which case management operates as well as the case manager's own case management services.
Ensures full professional accountability

Writes informational reports, compiles data/information in accordance with professional standards and policies

Participates in case reviews involving client/family and other service providers

Refers citizens to appropriate agency or program when needed

Interviews clients for possible referrals to other social agencies

Reviews and interprets regulations pertaining to the administered programs, if applicable

Establishes and maintains effective working relationships with clients and other social service and/or governmental agencies

Assists clients in applying for financial, medical and social assistance and other related factors contributing to the clients situation

Depending on department assigned, may provide social assistance to incarcerated or paroled defendants, assist in trial preparation, and/or provide counseling to underprivileged clients/families.

Acts as a liaison between all the parties involved (which may include attorneys, health organizations, community agencies and/or other organizations)

Performs all other related duties as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Previous experience in social work, counseling individuals in crisis/trauma situations is preferred. Graduation from an accredited college or university with a Master's degree in Social Work, Health Education, Psychology, Criminal Justice, or a related field is generally preferred. Two (2) years of related experience may be substituted for one (1) year of the required education with a maximum substitution of two years.

Bilingual preferred (English/Spanish)

Certificates, Licenses & Registration

Applicant must have a current valid Texas operator's driver's license

Must be able to be insured by the County's insurance carrier

Licensed under the Regulation of Social Work Practitioners Act of the State of Texas and will be required to maintain during employment

Knowledge, Skills, and Abilities

Knowledge of Texas laws, codes, and standards related to the area of responsibility

Knowledge of the principles and methods of field inspection

Must have planning and organizational skills

Skill in conducting inspections and interviews, in determining proper courses of action, and knowledge in using techniques, guidelines and standards to perform inspections

Ability to prepare reports, interpret laws and regulations

Ability to plan, assign, and/or supervise the work of others

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

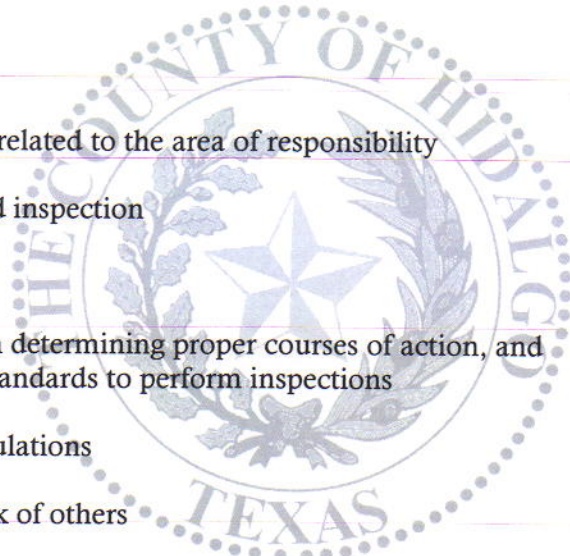
The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time



- operating assigned equipment

Maintain mental capacity which permits:

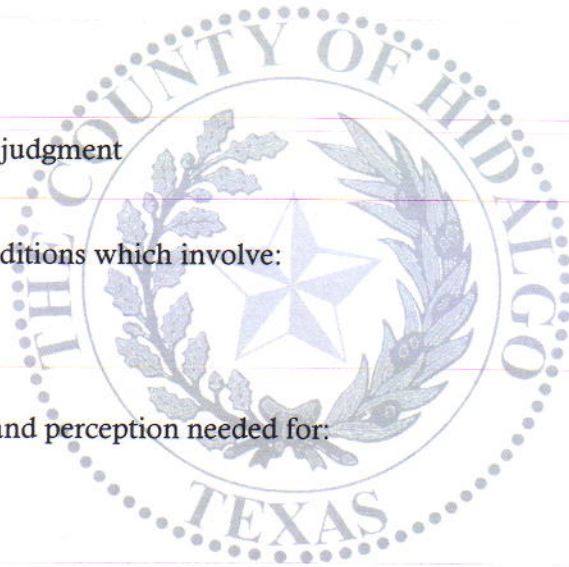
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations



ADMINISTRATIVE ASSISTANT I

GRADE: 04

GENERAL DESCRIPTION

Employee performs entry-level administrative support or technical program work. Work involves disseminating information, maintaining filing systems, and performing internal administrative support work. Employee works under close supervision with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Prepares, edits, and distributes correspondence, reports, forms, and documents

Maintains files and records

Performs data entry

Assists in compiling statistical data and preparing various charts, graphs, and written summaries

May receive and review forms and applications for completeness of information

May interpret and explain rules, regulations, policies, and procedures

May review applications for agency services to ensure forms are filled out completely and accurately

May review and route mail

May provide assistance answering phone calls, routing incoming calls, taking messages, greeting visitors, and directing them to the appropriate staff

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Experience in clerical work or administrative support work; Graduation from a standard senior high school or equivalent is generally preferred.

Knowledge, Skills, and Abilities

Knowledge of office practices and administrative procedures

Skill in the use of standard office equipment and software

Ability to communicate effectively

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

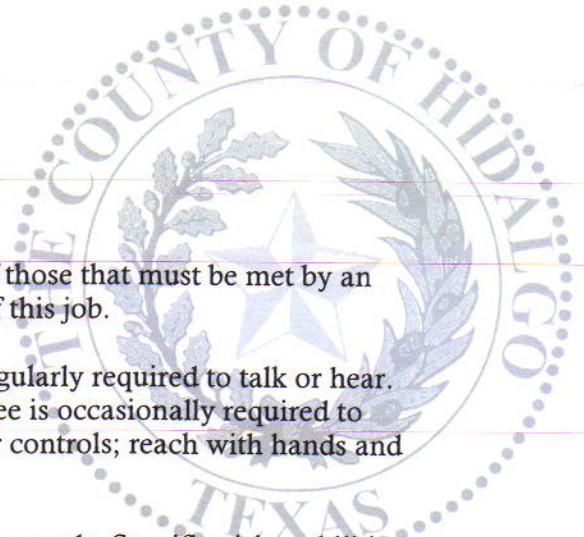
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing



- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations