

# HUMAN RESOURCES DEPARTMENT REQUISITION FORM

FORWARD COMPLETED FORM TO: HUMAN RESOURCES DIRECTOR

FROM (NAME OF DEPARTMENT):

Public Defender's

ANNOUNCE VACANCY USING (check one box)

INTERNAL ANNOUNCEMENT PROCEDURE

OPEN ANNOUNCEMENT PROCEDURE

POSITION TITLE / GRADE

Public Defender II

NEW POSITION OR REPLACEMENT FOR:

Francisco Guerrero II

EMPLOYEE NO 179915

DEPT NO

085

POSITION/SLOT NO

1

ADVERTISED SALARY: 50,487.<sup>00</sup>

OTHER COMPENSATION: \_\_\_\_\_

COMPENSATION TYPE: \_\_\_\_\_

SPECIAL REQUIREMENTS:

See Attached job description

WORK LOCATION / HOURS:

100 N. CLOSMER - 5<sup>th</sup> Floor, Edinburg, TX 78539  
Mon-Fri (8am to 5pm)

CONTACT PERSON:

Patti Ayze

EXTENSION / PHONE NO:

292-7040 Ext. 5433

Department Head or Elected Official



Date

1/10/13

FUNDS AVAILABLE:

YES \_\_\_ NO \_\_\_

DATE OF FUND AVAILABILITY: \_\_\_\_\_

BUDGETED SALARY, GRADE & STEP: \_\_\_\_\_

BUDGETED OTHER ALLOWANCES: \_\_\_\_\_

APPROVED HR CHIEF OF STAFF / DATE

APPROVED HR DIRECTOR / DATE

Approval by Commissioner's Court Required: YES \_\_\_ NO \_\_\_ . If yes, attach copy of approval and/or date of agenda and item number and have authorized representative of Commissioner's Court sign below:

Commissioner's Court Signature / Date

Closing Date

UNITED STATES DEPARTMENT OF JUSTICE

WITNESSETH THAT I, the undersigned, do hereby certify that the following is a true and correct copy of the original as the same appears in the files of the Department of Justice.

THE ABOVE DESCRIBED INSTRUMENT WAS FILED FOR RECORD IN THE OFFICE OF THE CLERK OF THE DISTRICT COURT OF THE DISTRICT OF COLUMBIA ON

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 19\_\_\_\_

AT WASHINGTON, DISTRICT OF COLUMBIA.

*Charles D. ...*

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Department of Justice at Washington, District of Columbia, this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_.

\_\_\_\_\_  
CLERK OF THE DISTRICT COURT

080

DEPARTMENT OF JUSTICE, OFFICE OF THE CLERK OF THE DISTRICT COURT

*For ...*

*John M. ...*

*[Signature]*

WITNESSETH THAT I, the undersigned, do hereby certify that the following is a true and correct copy of the original as the same appears in the files of the Department of Justice.

*[Signature]*

*[Signature]*

DATE OF RECORDING

YEAR

BOOK AND PAGE

APPROVED AND FORWARDED:

CLERK OF THE DISTRICT COURT

This instrument is subject to the provisions of the Act of August 14, 1912, (37 Stat. 531), which provides that any instrument recorded in the District of Columbia after the date of the enactment of this Act shall be subject to the provisions of the Act of August 14, 1912, (37 Stat. 531).

WITNESSETH THAT I, the undersigned, do hereby certify that the following is a true and correct copy of the original as the same appears in the files of the Department of Justice.

DEPARTMENT OF JUSTICE, OFFICE OF THE CLERK OF THE DISTRICT COURT

# HUMAN RESOURCES DEPARTMENT REQUISITION FORM

FORWARD COMPLETED FORM TO: HUMAN RESOURCES DIRECTOR

FROM (NAME OF DEPARTMENT): Public Defender's

ANNOUNCE VACANCY USING (check one box)

INTERNAL ANNOUNCEMENT PROCEDURE  OPEN ANNOUNCEMENT PROCEDURE

POSITION TITLE / GRADE Public Defender II

NEW POSITION OR REPLACEMENT FOR: Lauren R. Sepulveda EMPLOYEE NO 188263

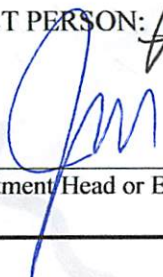
DEPT NO 085 POSITION/SLOT NO 7

ADVERTISED SALARY: 50,487.00 OTHER COMPENSATION: — COMPENSATION TYPE: —

SPECIAL REQUIREMENTS: See Attached job description

WORK LOCATION / HOURS: 100 N. Clarice - 5th Floor, Edinburg, Tx 78539  
Mon - Fri (8:00 AM to 5 PM)

CONTACT PERSON: Patti Day EXTENSION / PHONE NO: 292-7040 Ext 5438



Department Head or Elected Official

1/10/13  
Date

FUNDS AVAILABLE: YES \_\_\_ NO \_\_\_ DATE OF FUND AVAILABILITY: \_\_\_\_\_

BUDGETED SALARY, GRADE & STEP: \_\_\_\_\_

BUDGETED OTHER ALLOWANCES: \_\_\_\_\_

APPROVED HR CHIEF OF STAFF / DATE

APPROVED HR DIRECTOR / DATE

Approval by Commissioner's Court Required: YES \_\_\_ NO \_\_\_. If yes, attach copy of approval and/or date of agenda and item number and have authorized representative of Commissioner's Court sign below:

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UNITED STATES DEPARTMENT OF JUSTICE

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*Police Department*

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## **PUBLIC DEFENDER II**

**GRADE: 14**

### **GENERAL DESCRIPTION**

Performs routine legal representation as a court appointed attorney for indigent clients. 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

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 misdemeanor cases; may represent clients in court for felony cases.

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**

Minimum one (1) year of experience practicing law with litigation experience preferred; 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