



# HIDALGO COUNTY

## Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: PUBLIC DEFENDER'S / 085

DATE: 01/11/2013

CURRENT POSITION TITLE:

CURRENT SLOT #: 0018

REQUESTED POSITION TITLE: PUBLIC DEFENDER II  
(For new positions or reclassifications)

### REQUEST FOR:

New Position       Temporary Position       Position Reclassification\*       Other \_\_\_\_\_

\*Civil Service Positions are submitted to the Civil Service Commission.

### POSITION SALARY REQUEST:

Salary Amount: \$ \_\_\_\_\_ \$ 50,487.00 \$ \_\_\_\_\_  
Current Budgeted Salary Proposed Budgeted Salary Net Change

Position to be funded from one of the following:

Current Department Budget       ~~Annual Budget Cycle~~       Will Require Additional Funds

Other ~~9-1100-461-412-30-085-003-0~~ Cowide Admin - Contingency

### POSITION Type:

Full Time Employee Object 113       Part Time Employee Object 114  \_\_\_\_\_

Enter hourly rate for temp. positions

Full Time Temporary Object 121       Part Time Temporary Object 122  \$ \_\_\_\_\_  
Hourly Rate \* 2,080 hrs. per year = Annual Salary

### TEMPORARY POSITIONS:

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
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CIVIL SERVICE: Exempt  FLSA: Exempt   
Non-Exempt  Non-Exempt   
N/A

### JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)

Public Defender II position is needed to represent indigent defendants in County Court at law #8.

		DATE	COMMISSIONERS COURT APPROVAL	4.
NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	DATE	DEPARTMENT OF BUDGET & MANAGEMENT	3.
NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	DATE	HUMAN RESOURCES DIRECTOR	2.
NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	DATE	DEPARTMENT HEAD	1.

BUDGET PROCEDURES COMPLETED: 01.11.13  
 PERSONNEL PROCEDURES COMPLETED: 01.11.13  
 FUNDING AVAILABLE IN DEPT. BUDGET: 1/11/13

Department of Budget & Management: [Signature]  
 Human Resources Director: [Signature]  
 Department Head: [Signature]

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**HUMAN RESOURCES:** Classification and Salary Recommendation

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COMMENTS:** (Any comments you wish to make regarding this request)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ADDITIONAL DUTIES:** Explain reason for additional duties and attach list of additional duties.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**POSITION RECLASSIFICATION:** Explain change and /or increase in duties and responsibility. (Attach new job description)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NEW POSITION:** Brief job description and attach a copy of the new job description.  
Represent indigent defendants.

## **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

