

**EXHIBIT "A"**  
**Williamson County Job Description**

**Dept: All District Courts**

**Job Title:** Indigent Defense  
Administrator

**FLSA:** Exempt

**Pay Grade:** B.26

**Effective Date:** 7.2014

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**JOB SUMMARY:**

- Manages, directs, coordinates, and plans the office and all administrative operations for the Magistrate Court.
- Oversees and provides supervision of Indigent Defense Specialists and personnel in the PR Bond Offices.

**ESSENTIAL DUTIES:**

- Maintains responsibilities for the daily operations of the Magistrate Court.
- Provides technical knowledge and process support for relevant county information technology systems.
- Oversee and provide supervision of Indigent Defense Specialists and personnel in the PR Bond Offices.
- Works with IT Department to maintain functionality of software and tracking systems.
- Ensures relevant software is used in the most productive way to assist in extraction of record data and report generation.
- Assists in coordination of software enhancements and training.
- Coordinates relevant technology upgrades and improvements with the justice system.
- Oversees county and court operations for indigent defense processes.
- Performs advanced court coordination work related to the Williamson County Indigent Defense System.
- Compiles statistical, financial, auditing reports, and tables pertaining to expenditures and accounts payable related to court appointed attorneys, Expert witness, investigative services and other litigation costs.
- Assists in updating the County Indigent Defense Plan as requested by the Judiciary.
- Coordinates with the Williamson County Bar and helps implement programs supported by the judiciary to assist attorneys on the Court Appointed Attorney Lists, such as a mentoring/2<sup>nd</sup> chair program.
- Plan, develop and coordinate continuing legal education (CLE) training for attorneys in Williamson County, particularly in specialty areas as mental health.
- Provides annual audits of attorneys CLE hours, to ensure that requirements of the County's Indigent Defense Plan are being met by court appointed attorney and that they are eligible to remain on the list.
- Provide a central point of contact for Attorneys, Defendants, and Judges for the Court Appointed Attorney List.
- Works closely with the Presiding Magistrate and Indigent Defense Coordinator to ensure that the County remains in compliance with the Texas Fair Defense Act.
- Receives and screens applications for Attorneys requesting inclusion on the Court Appointed List.
- Prepares packets of requests to present to judiciary for their vote and decision on acceptance of Attorney onto the Court Appointed List.

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- Creates procedures to implement a verification process for defendants requesting indigent status and a court appointed attorney, which follows guidelines established by the judiciary in the County Indigent Defense Plan.
- Reviews invoices, account statements, and other financial statements according to established procedures.
- Assists with tracking invoices to ensure payments are made.
- Assists the County Auditor in tracking indigent defense payments and researches and reconciles discrepancies between budgeted and actual balances; and reports findings.
- Prepares costs and operating reports to county and judges.
- May audit and approve vouchers as allowed by the local indigent defense plan claims, invoices, requisitions, statements, and similar records.
- May develop operations for legal representation for child support cases and child protection cases.
- Works under limited supervision, with considerable latitude for the use of initiative and independent judgment to promote sound practices and processes related to legal and procedural compliance for court appointment.
- Readily complies with departmental and county-wide policies and procedures.
- Performs related duties and special projects as assigned.
- The physical demands and environmental factors listed below as well as regular attendance are also essential functions for this position.
- May develop operations for legal representation for child support cases and child protection cases.

**PHYSICAL DEMANDS:**

- Occasional lifting/carrying 5-25 pounds.
- Position involves sitting at a desk or other workstation, typing, filing, making copies, standing, and communicating to county personnel, external vendors, and the general public.

**ENVIRONMENTAL FACTORS:**

- Work is primarily indoors in an air-conditioned, smoke free office.
- Majority of work is performed in secured area of the jail.
- Frequent contact with the public, attorneys, judges, and prosecutors.
- Contact with persons accused or convicted of crimes.
- Williamson County has adopted a Tobacco-Free Workplace policy. This policy prohibits smoking or use of any tobacco product on Williamson County premises. Williamson County and Cities Health District offers free smoking cessation programs to employees and spouses.

**MINIMUM QUALIFICATIONS:**

- Combination of education and experience equivalent to an bachelor's degree in criminal justice, public administration, sociology, psychology or related field.
- Meet eligibility requirements to be granted access to protected systems per CJIS Security Policy.

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- Experience with Windows, Microsoft Word, Excel, PowerPoint, Access, Oracle, 10 key calculators by touch, fax and copy machines.
- Ability to work effectively with co-workers, employees, and management in a pleasant, professional manner.
- Able to work under pressure in a high volume court, produce accurate work and meet established deadlines.
- Professional, dependable, resourceful, and able to work independently and to maintain strict confidentiality.
- Ability to type and enter data with appropriate speed and efficiency.
- Maintain a satisfactory Motor Vehicle Record.
- Obtains a valid Texas driver's license within 30 days of hire.

**EMPLOYMENT TESTING:**

- Employment is contingent on passing post-offer, pre-employment and periodic drug testing and criminal background investigations.

**PREFERRED REQUIREMENTS:**

- Project management skills.
- Court administration experience.
- A notary or able to meet qualifications required to become a notary.
- Able to interpret English to Spanish and Spanish to English.

**IRREGULAR HOURS:**

- Works designated schedule as well as other hours as required to meet customer needs, including nights, weekends and holidays.
- Non-Essential Personnel for Emergency Situations; unless employees are designated by Department Heads or employees are in other offices that are open.

**ORGANIZATION RELATIONSHIPS:**

- Reports directly to – Associate Magistrate
- Direct Reports- Indigent Defense Specialist, Indigent Defense Compliance Specialist, PR Bonds/IDC Financial Specialist, Bail Conditions
- Number of Direct Reports- 4

**FAIR LABOR STANDARDS ACT (FLSA) STATUS:**

- Non-exempt (Hourly)

**SIGNATURES—REVIEW AND COMMENT:**

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

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Signature of Employee

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Date

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**Associate Magistrate**

Job Title of Supervisor

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

**Presiding Magistrate**

Job Title of Division Director

\_\_\_\_\_  
Signature of Division Director

\_\_\_\_\_  
Date

**Presiding Judge**

Job Title of Elected Official

\_\_\_\_\_  
Signature of Elected Official

\_\_\_\_\_  
Date

**COMMENTS:**

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.