

ATASCOSA AREA ADVOCATES
REGIONAL PUBLIC DEFENDER'S OFFICE
Seeking Indigent Defense Coordinator

Indigent Defense Coordinator

Salary: \$38,000, plus benefits including health insurance and retirement.

Atascosa, Wilson, Karnes and Frio Counties (Four Counties of the 81st-218th Judicial District)

Deadline: Until filled. Please submit resume and cover letter email to the Office Manager Shannon Smith at ssmith@co.atascosa.tx.us; or drop off at the Atascosa Area Advocates office at 1501 Campbell Ave, Jourdanton, TX 78026.

Job Summary:

Newly created Atascosa Area Advocates, a Regional Public Defender's Office serving the Counties of Atascosa, Frio, Karnes, and Wilson, located near San Antonio, Texas, is seeking an Indigent Defense Coordinator. The Indigent Defense Coordinator will review the jail logs and schedule daily interviews with defendants to ensure that they receive representation. They will also monitor the jail logs to ensure that defendants have been appointed counsel in a timely manner. Attend district and county court to do on site interviews for defendants that do not have legal representation. Work within the TechShare program to enter defendant information and to monitor the attorney wheel. Assist with any administrative duties as requested by the Public Defenders Office. Travel to different counties to do jail and court visits.

This is an exciting opportunity to be on the ground floor of a holistic, client-centered regional public defender's office and to make a difference in clients' lives and in the criminal justice system as a whole. The office will be hiring a team of approximately 14 felony and misdemeanor Assistant Public Defenders to work together as energetic and enthusiastic advocates for indigent defendants. Atascosa, Wilson, Karnes and Frio Counties provide an idyllic rural lifestyle, kind-hearted residents, excellent schools, and amenities within a short drive. We are ideally located in South Central Texas. Our region is adjacent to San Antonio, and is a short drive from Austin, Houston and beaches along the Gulf Coast.

Minimum Qualifications:

- High school diploma or GED. College degree preferred.
- Must have good communication skills, Spanish speaking is a plus.
- Valid Texas driver's license and reliable transportation.