



Judge Jack Pulcher 105th District Court

Kleberg County Courthouse
700 E. Kleberg
Kingsville, Texas 78363
Office 361-595-8533
Facsimile 361-595-0293

JOB POSTING

Kleberg County Asst. Indigent Defense Coordinator
Department: 105th District Court

Opening Date: May 9, 2022
Closing Date: June 3, 2022

Salary: \$10-\$13.00/hr

Job Summary:

Under the direct supervision of the Local Administrative Judge, performs a variety of complex administrative duties for the District and County Courts at Law of Kleberg County. The position ensures all records and processes for indigent defense are processed and maintained in accordance with the Code of Criminal Procedure guidelines and any business processes developed by the Local Administrative Judge for the timely appointment of counsel to defendants. Under supervision of Court Administrator, implements any additional necessary procedures for effective and efficient indigent defense services. The employee is required to be on duty before, during, and after natural disasters and emergencies, as directed.

Minimum Qualifications:

- Knowledge of office systems, including filing, computers and software.
- Must have the ability to work with diverse groups of people in an efficient and effective manner.
- Must have the ability or demonstrated ability to learn to operate a computer and standard software.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any employee who drives a vehicle on official business must have a driving record that meets standards set by the County and the County's insurance carrier.
- Must have the ability to successfully interact with employees in many of the Kleberg County Departments.
- Must have the ability to work with diverse groups of people in an efficient and effective manner.

EDUCATION AND/OR EXPERIENCE:

- High school diploma plus 2 years of office related experience.

Essential Duties and Responsibilities:

- Gathers Affidavits of Indigency and magistration paperwork from County magistrates and delivers them to County/District Courts
- Reports summary of appointment data to Local Administrative Judges office on monthly basis.
- Prepare and submit a quarterly report to the Texas Indigent Defense Commission (TICD) to provide information on the operation of the Indigent Defense Coordinator (IDC) program.
- Ensure compliance with out-of-county requests for court appointed attorneys.
- Ensure compliance with Fair Defense Act, Texas Code of Criminal Procedure, Kleberg County Indigent Defense Plan and applicable laws and procedures adopted.
- Daily review of jail list to determine that all defendants in custody have appointed attorneys if eligible.
- Assures prompt notification to appropriate court officers and defense attorneys of special defendant needs such as mental health, competency and language barrier issues, if known.
- Maintains a working relationship with Kleberg County Magistrate Judges, Sheriff's Office, District Clerk, County Clerk and Courts to ensure prompt appointment of counsel.
- Answers questions from court officials, county officials, attorneys, indigent defendants, outside law enforcement agencies and the public.
- Works independently to handle calls and visitors recording the information and relaying it to the appropriate office or officials. Completes forms for correspondence, reports and spreadsheets.
- Attends conferences, seminars and workshops to enhance and maintain knowledge of trends and developments in indigent defense.
- Maintains a variety of files, records, documents, and reports and answers questions related to indigent defense program.
- Performs training for law enforcement, magistrates, local bar, and other stakeholders on indigent defense plan(s) adopted by courts, as needed.
- Ensures that Court related documents are processed in a timely manner as well as release packets for the inmates are organized with fingerprints and copies of bonds are filed in correct order with the records office.
- Carry out duties related to Senate Bill 6, as directed
- The noise level in the work environment is usually moderate. Employee may be exposed to contagious disease while performing the job.

Submit cover letter, resume, and list of 3 references to:

Email: amanda.delacerda@nuecesco.com

Fax: 361.888.0779 or 361.595.0293