



**BEXAR COUNTY
CIVIL SERVICE COMMISSION**

HERITAGE PLAZA BUILDING
400 S. MAIN

SAN ANTONIO, TEXAS 78204-1114

Job Line: (210) 335-6333, Web Site: www.co.bexar.tx.us

June 9, 2005

ANNOUNCEMENT NUMBER: 448

POSITION: CHIEF APPELLANT PUBLIC DEFENDER - (PENDING EXEMPTION FROM CIVIL SERVICE BY THE CIVIL SERVICE COMMISSION)(THE HIRING AND CONTINUATION OF THIS POSITION IS CONTINGENT UPON THE AWARD AND AVAILABILITY OF GRANT FUNDS) - COMMISSIONERS COURT - APPELLATE PUBLIC DEFENDER OVERSIGHT BOARD

JOB DESCRIPTION:

Appointed by Bexar County Commissioners Court and under the administrative direction of the Appellate Public Defender Oversight Board, is responsible for managing all operations and administration of the Appellate Public Defender's Office and serves as the Office spokesperson in high profile cases. Supervises and directs the work activities of staff attorneys and other professional and support staff. Recruits, screens, selects and trains new hires and monitors/evaluates staff performance. Develops organizational practices and procedures and standard operating procedures. Monitors receipt of, and makes all case assignments to staff attorneys; oversees the staff procurement of records and transcripts for appellate preparations; and screens all cases for conflicts of interest. Provides analyses and advice to staff attorneys on complex and problematic cases. Works directly as the principal attorney with new hires in training by reviewing, monitoring, and guiding them in their work on cases. Maintains a reduced regular caseload and provides backup on caseloads of attorneys who are on leave or are unable to complete specific assignments. Serves as departmental head in all communications with other county entities. Prepares the departmental budget, and prepares periodic operational reports and analyses as necessary or required. Communicates with the Appellate Public Defender Oversight Board as directed. Develops and establishes new approaches to case management, budgetary restrictions or other unique problems confronting the office. Interacts with state and local bar associations, various organizations and committees involved in the improvement of justice and indigent representation systems and services. Corresponds and cooperates with consultants hired by the Task Force on Indigent Defense to assist and evaluate the public defender offices. Reviews and selects case management system to be used by the Appellate Public Defender's Office in consultation with Information Services. Performs related duties as required.

MINIMUM QUALIFICATIONS:

Graduation from an accredited college or university with a Doctorate of Jurisprudence and ten (10) years prior experience in criminal law, including two (2) years supervisory experience, with at least fifteen (15) criminal appellate briefs and one (1) capital murder brief filed.

Must be licensed to practice law in the State of Texas.

Qualified to accept death penalty direct appeals in the Fourth Administrative Judicial Region preferred.

Must secure and maintain a favorable background investigation from the Bexar County Sheriff's Office.

Must have valid driver's license, motor vehicle liability insurance and personal injury insurance.

Requires comprehensive knowledge of criminal prosecution and appeals; good knowledge of public sector administration and management practices and budget development and accountability; considerable knowledge of cost/benefit criteria development and analysis; and considerable knowledge of strategic planning, goal development and team building.

Requires skill in developing and implementing policies and procedures; skill in supervising professional and administrative employees; excellent legal research and writing skills; skill in organization and presentation of facts and supporting logic; skill in communicating effectively, both verbally and in writing with diverse groups of individuals utilizing tact and diplomacy; skill in communicating effectively with hostile, abusive or irrational individuals; and skill in preparing and operating a budget.

Requires ability to represent the County in a professional and effective manner; ability to manage and interpret statistical data, formulate recommendations and write reports; ability to establish and maintain effective working relationships with Appellate Public Defender Oversight Board, Commissioners Court, Elected/Appointed Officials, Department/Division Heads, subordinates, co-workers, County Employees; outside organizations, service providers and the general public; ability to operate personal computer and familiarity with computer-based legal research; and ability to operate basic office equipment.

Physical requirements include lifting/carrying of 5-10 lbs. occasionally; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate computer keyboard and basic office equipment. Subject to sitting, standing, walking, reaching and handling to perform essential functions. Working conditions are primarily in an office environment.

May be required to work more than 40 hours during the workweek.

Must submit a resume of previous working experience.

SALARY: Table 1 Grade 74 \$6,199.00 per month

CLOSING DATE: Thursday, June 30, 2005

Kiosks are available to apply online at the Bexar County Civil Service Commission, located at the Heritage Plaza Building, 400 S. Main, San Antonio, TX 78204, between the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday. Phone: 335-2549. Job Line: 335-6333. Building is accessible to disabled persons.

THIS IS AN EQUAL OPPORTUNITY EMPLOYER