

## EMPLOYMENT NOTICE

**JOB TITLE:** ASSISTANT PUBLIC DEFENDER  
**DEPARTMENT:** NORTH HILL COUNTRY PUBLIC DEFENDER OFFICE (NHCPDO)  
**LOCATION:** BLANCO, BURNET AND LLANO COUNTY  
**SALARY:** \$64,000 - \$74,063

### **GENERAL STATEMENT OF DUTIES:**

This position requires a valid Texas State Bar License in good standing. This position requires knowledge of Texas law, and provides a full range of legal services to indigent defendants in the assigned misdemeanor cases in the assigned County. Document processing, and/or record keeping, and preparation and presentation of legal cases in jury and bench trials are necessary to fulfill this position. Position assists in the daily operation of the Public Defender's Office.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Represents indigent clients in court as assigned in Burnet County in misdemeanor cases. Evaluates, investigates and offers legal advice in assigned cases, providing analysis of pending charges and defenses. Represents indigent clients in plea offers and negotiations, jury trials, trials before the court, contested matters before the court and dismissals. Conducts legal research, drafts legal documents and interprets laws, rules and regulations.

### **EDUCATION REQUIREMENTS:**

Graduation from an accredited law school with a license to practice law in the State of Texas, or a student bar card while awaiting Bar results.

### **EQUAL EMPLOYMENT OPPORTUNITY:**

Burnet County complies with all State and Federal laws re: non-discrimination against any person in job structuring, recruitment, examinations, election, appointment, placement, training, upward mobility, discipline, or any other aspect of personnel administration based upon race, age, religion, color, disability, national origin, sex, political affiliation or belief, genetics, or any other non-merit factor. Personnel decisions shall be made on the basis of occupational qualifications and job-related factors such as skill, knowledge, education, experience, and ability to perform specific jobs.

### **APPLICATIONS:**

Each applicant is required to submit an application for employment with pertinent information regarding training and experience. Application forms may be obtained at website [www.burnetcountytexas.org](http://www.burnetcountytexas.org) or between the hours of 8:00 a.m. and 5:00 p.m. from the Human Resource Office, Burnet County Annex on the Square, 133 E. Jackson, Room 103, or at the Burnet County Courthouse, 220 S. Pierce Street.