



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ADMINISTRATOR, INDIGENT DEFENSE PROGRAM**
Grade: 17

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Responsible for ensuring the Indigent Defense Office provides a full range of services to indigent criminal defendants. Directs and coordinates the day-to-day operations of the Indigent Defense Office. Utilizes subordinate managerial personnel. Provides advice and counsel to managerial personnel and to the staff as a whole. Is responsible for all administrative, managerial, and budgetary decisions. Develops and approves all policies and procedures utilized in the office.

EXAMPLES OF WORK PERFORMED

Directs and coordinates the overall day-to-day operations and ensures that policies and procedures are followed. Works with Attorneys and other county offices to develop manage and support the office

Supervises, evaluates, develops, and trains staff in all areas involved in the indigent defense office

Resolves disputes between Judges, court personnel, district attorneys, clients, general public, and in-office personnel

Determines appropriate action to be taken for unusual or extremely serious or complex situations

Consults and confers with subordinate managerial personnel in order to resolve problems; to integrate and to modify operational strategies, policies, and tactics; to formulate responses to changing internal and external environmental conditions; and to develop and implement tactical plans and long range goals and objectives

Prepares and approves budgetary input and expenditures

Attends and coordinates management meetings, develops input on policies and procedures, and performs related operational management duties

Serves on various committees as a representative of the Indigent Defense Office

Conducts presentations at conferences and seminars. Speaks before incarcerated persons, community, and social and citizens groups to improve and explain the Indigent Defense program and its direction and scope

Authorizes any interaction with the press, presents information, and answers questions by the press, and responds to the public or media's request for information

Performs related work as assigned

EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration, Political Science or related field

Six (6) years of increasingly responsible experience in indigent defense administration

One (1) year grant management experience

Two (2) years of related experience may be substituted for one (1) year of education

Must have experience in meeting with representatives of funding sources to work out details of specific grants

Must have experience in assisting department personnel in writing periodic reports to comply with all grant requirements

Must have experience compiling and analyzing data on court activity to monitor management performance and prepare activity reports

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Must have a clear understanding of the Texas Task Force on Indigent Defense Program. Considerable knowledge of court procedures; good knowledge of case management; basic fundamental knowledge of computers in a windows environment

Skill in managing multiple projects simultaneously; skill in communication effectively with diverse groups of individuals utilizing tact and diplomacy; skill in researching (to include computer-based research) and interpreting legal information. Ability to adjust to rapidly fluctuating situations

Ability to operate basic office equipment; ability to establish and maintain effective working relationships with subordinates, co-workers, County employees, Department Heads, Elected/Appointed Officials, outside organizations, attorneys, the news media and the general public

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations