



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **COMPLIANCE MONITOR**
Grade: 13

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. Utilizes subordinate personnel. Provides advice and counsel to the staff as a whole. Work involves monitoring indigent cases, attorneys, and magistrates as well as supervising and training subordinate staff in all areas of indigent defense. Is responsible for administrative, managerial, and budgetary decisions.

EXAMPLES OF WORK PERFORMED

Monitors and coordinates the overall day-to-day operations and ensures that policies, procedures, and state mandates are followed

Supervises, evaluates, develops, and trains staff in areas involving attorneys and indigent clients

Maintains all personnel records and times

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

Consults and confers with subordinate 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 to implement tactical plans and long range goals and objectives

Prepares budgetary input and expenditures

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

Monitors Judges and attorneys on indigent defense rules and procedures as mandated by the State

EDUCATION AND EXPERIENCE

Graduation from an accredited four (4) year college or university

Three (3) years job related experience

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

CERTIFICATES, LICENSES AND REGISTRATION

Certification as notary public

May be required to be bondable

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

Ability to type 60 wpm

Ability to interact effectively with the public and staff while maintaining confidentiality

Skilled in the utilization of personal computers with advanced word processing skills

Must pass a pre-employment background investigation

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