COUNTY OF VICTORIA
PRE-TRIAL SERVICES
115 N Bridge St., Rm 318
Victoria, TX 77901

Position:	**Indigent Defense Assistant**
FLSA Status:	**Non-Exempt**
Salary:	**$13.82-$16.58 hourly**
Classification:	**Non-Essential**
Posting Date:	**November 10, 2022**
Reports To:	**Pre-Trial Service Officer**

Position Summary: Provides clerical and administrative support to the Pre-Trial Services Office in conjunction with the Indigent Defense Program to include the implementation of processes, and compliance with standards. Responsible for assigning, communicating and following-up with attorneys, or administrative processing in the District and County Courts. Utilizes current Countywide and/or department specific software to complete assignments.

Essential Duties and Responsibilities: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Conduct an objective risk assessment and the gathering and reviewing of information about an accused person with a criminal offense, to determine the need for indigent defense services and/or to assist in making a recommendation to release an incarcerated individual from custody on Personal Bond.
- Schedules and conducts interviews with defendants to obtain personal/financial information; conducts interviews at jail.
- Investigates personal/financial information of defendants to determine indigent status; reviews and interprets criminal histories of defendants; reviews and verifies financial records of defendants' income, expenditures, assets, and liabilities; calculates budgetary excesses/deficits and determines whether defendants meet criteria for indigent status; makes recommendations to supervisor regarding indigent status and eligibility for court-appointed attorneys.
- Coordinates appointment of attorneys to indigent cases; assigns attorneys as directed based on factors such as attorney's legal experience and nature of defendant's charges.
- Serves as liaison between defendants and courts; reviews, investigates, and processes written requests and telephone calls from inmates in jail.
- Monitors status of cases throughout the court process; reviews court calendars prior to court dates; instructs inmates and defendants on personal bond to report to court hearings.
- Performs administrative and clerical work in support of the Pre-Trial Services Department to include compiling various forms, reports, and correspondence.
- Performs general/clerical tasks, which may include answering telephone calls, typing documents, sending/receiving faxes, making copies, filing documentation, processing incoming/outgoing mail, or delivering mail/documentation.
- Provides assistance to other employees or departments as needed.
- Performs other related duties as required.

Supervisory Responsibilities: Exercises no supervision.

Knowledge & Skills Required
- English usage, spelling, grammar, and punctuation.
- Modern office procedures, methods, and computer equipment.

- Telephone techniques and etiquette.
- Basic mathematical principles.
- Pertinent federal, state and local laws, regulations, and codes.
- Principles and procedures of record keeping.
- Experienced with Excel and Word.

Ability to
- Learn and correctly interpret and apply the policies and procedures of the County.
- Understand the organization and operation of the county and of outside agencies as necessary to perform assigned responsibilities.
- Compile, maintain, and update files and records.
- Work independently in the absence of supervision.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION and/or EXPERIENCE
High school diploma or equivalent. Additional specialized secretarial or clerical course work is desirable.

Other requirements:
   Must have a valid State of Texas Driver's License.
   Must be bilingual, Spanish

Preferred Skills, Qualifications, & Experience
- One (1) year of legal secretarial or clerk experience.
- Knowledge of various software programs including, but not limited to, Word and Excel.
- Knowledgeable of applicable laws related to Texas county government.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, sit, walk, use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to climb or balance, taste, and smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. A normal office environment where the noise level is quiet; may be exposed to upset or irate citizens.

Apply to Human Resources, Victoria County Courthouse. EEOE. No phone calls please. Applications are required. Resume or Transcript if available. Employment Applications can be found online under the employment jobs link or https://www.vctx.org/page/employment.

Victoria County Human Resources
115 N. Bridge St., Room 127
Victoria, TX 77901