



**HIGH PLAINS REGIONAL PUBLIC DEFENDER'S OFFICE**  
500 BROADWAY STREET, PLAINVIEW, TX 79072  
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## **RECRUITMENT ANNOUNCEMENT: TWO ADMINISTRATIVE PROFESSIONALS**

### **Post Date: May 20, 2024**

Salary: \$30,000-\$55,000 range per year commensurate with relevant experience and responsibilities plus benefits with Hale County, Texas.

Job Type: Full-Time Administrative Professionals in Hale and Hockley Counties.

Closing Date: Open Until Filled

The High Plains Regional Public Defender's Office is Texas' newest public defender office and the first ever, full-time public defense organization dedicated to serving rural communities in the Southwest Texas Panhandle. Composed of thirteen counties spanning 11,682 square miles, a combined population of 116,050, and possessing the rare combination of stunning natural attractions, all manner of cultural activities, affordable cost of living, and easy access to high quality medical care, shopping, and airports in Amarillo and Lubbock, the Llano Estacado is one of the best kept secrets in Texas.

As an HPRDPO team member you will be presented with a unique and meaningful opportunity of being a significant part of a holistic, client-centered public defender office built from the ground up.

### **General Summary**

The Administrative Professional positions provide support to the Public Defender's Office, the public and other county departments to ensure effective, efficient and productive workflow. This work is often confidential in nature and requires the use of problem-solving skills and independent decision-making. This individual will also participate in planning of programs, policies or objectives for the PDO.

### **Job Responsibilities**

Under the supervision of the Chief Public Defender and Office Manager, the duties of an administrative professional in a public defender's office may vary depending on the circumstances and needs of the office. However, here are some important duties that are required of this position:

- **Document Preparation:** Administrative clerks assist in the preparation, organization, and filing of legal documents such as motions, briefs, pleadings, and discovery requests. They ensure that all necessary documentation is complete, accurate, and filed in a timely manner.
- **Case Management:** They help manage the administrative aspects of cases, including maintaining case files, tracking court dates, and ensuring deadlines are met. They may also assist with scheduling and coordinating appointments and meetings related to the cases.
- **Research and Investigation:** Administrative clerk may conduct research on legal issues, case law, and relevant statutes to support the defense team's strategies. They may also assist with investigations by gathering and organizing evidence, interviewing witnesses, and documenting relevant information.

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- **Client Communication:** They serve as a point of contact for clients, providing information, answering questions, and ensuring that clients are kept informed about their case status and court proceedings. They may also assist in scheduling client meetings and maintaining regular communication with clients.
- **Courtroom Support:** Administrative clerks may provide support during court proceedings, including attending hearings and trials, preparing exhibits, and assisting with courtroom logistics. They may also assist with the preparation of witnesses and coordinate with other members of the defense team.
- **Legal Database and Records Management:** They help maintain and update legal databases, case management systems, and other records related to the cases. This includes organizing and indexing documents, ensuring data accuracy, and generating reports as needed.
- **Administrative Support:** Administrative clerks may assist with general administrative tasks, such as managing correspondence, coordinating meetings, maintaining calendars, and handling office logistics. They provide overall support to the public defender's office to ensure smooth operations.

#### OTHER responsibilities:

- Assist in preparing reports regarding intake and other HPRPDO matters.
- Assist in maintaining accurate, confidential records documenting services and representation provided.
- Perform related tasks consistent with skills, abilities, and general responsibilities as assigned to support HPRPDO.
- Help HPRPDO Team operate professionally, accurately and efficiently.
- Communicate with the Office Manager, other administrative professionals, social workers, investigators and legal teams including the Chief Public Defender, as needed.
- Ensure that office duties and special projects, if any, are timely completed.
- Assist in preparing reports regarding assignments and other HPRPDO matters.
- Assist in maintaining accurate, confidential records documenting services and representation provided.
- Research and investigate issues and cases.
- Prioritize and organize workload to meet deadlines.
- Provide narrative and descriptive entries in client files of opinions, impressions and facts collected.

#### Supervision

- **Received:** Will be supervised by the Chief Public Defender and Office Manager.
- **Given:** None.

#### Minimum Qualifications

- **Required:** Candidates should possess: A high school diploma or equivalent.
- **Preferred:** Bachelor's degree from accredited college or university.

#### Preferred Qualifications

Priority will be given to candidates who meet or exceed the criteria listed below:

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- **Required:** 3 years of job-related experience
- **Preferred:** Prior experience working in a law office or county office is preferred.

## **Certificates, Licenses and Registrations**

- Valid driver's license
- Reliable motor vehicle.

## **Knowledge, Skills, & Abilities**

Knowledge of legal practices and terminology, and understanding of basic legal concepts such as jurisdiction, notice, and due process; knowledge of basic investigative methods, rules of evidence, and agency policies and procedures relevant to investigations and enforcement; working knowledge of administrative law proceedings and the associated legal documents; proficiency in drafting legal documents and basic business correspondence using proper spelling, punctuation, sentence structure, and grammar; knowledge and experience with using computers and other office equipment, and software such as Microsoft Word, Excel, PowerPoint, Internet, and Outlook; ability to use a computer to conduct Internet research and produce legal documents and correspondence; general understanding of the use of electronic databases; effective communication skills in the contexts of telephone contacts, in-person contacts, and testifying in court; excellent writing skills; ability to establish and maintain effective working relationships; ability to demonstrate independent thinking and decision-making; and ability to plan and manage multiple tasks or courses of action simultaneously, and respond effectively to rapidly changing priorities.

## **Physical Demands**

Typical activities common to an office environment such as walking, sitting, use of computer equipment, creating and moving paper files, operating a copy machine, walking to and from court as needed. Some driving to multiple counties may be necessary.

## **Work Environment**

The physical and environmental demands of this job are those typical to a general office environment. Any member of the HPRPDO team is expected to use professional courtesy, discretion and sound judgment when engaging in contact with co-workers, clients, prosecutors, judges, other county employees and members of the public. Attorney and Non-attorney staff are also responsible for maintaining confidentiality of client information and business knowledge.

## **Application**

HPRPDO is delighted to visit with you if you would like to devote your time and talent to being part of a team that provides top notch criminal defense representation in the best rural public defender's office in Texas.

**To Apply:** Please email your resume and letter of interest to [hr@hprpdo.org](mailto:hr@hprpdo.org) with the subject line, "HPRPDO Administrative Professional Position – <Last Name>, <First Name>."

**HPRPDO is an equal opportunity employer. We offer a welcoming and inclusive environment in service to one another, the diverse clients we represent, and the communities we call home. We are committed to, and our work is animated by, the belief that everyone is deserving of kindness, empathy, and respect.**