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BOWIE COUNTY ASSISTANT PUBLIC DEFENDER ATTORNEY

ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Represents indigent clients in court as assigned in Bowie County in felony, misdemeanor and juvenile cases. Primary responsibility is to handle misdemeanor court docket and cases.
2. Evaluates, investigates and offers legal advice in assigned cases, providing analysis of pending charges and defenses.
3. Represents indigent clients in plea offers and negotiations, jury trials, trials before the court, contested matters before the court and dismissals.
4. Interviews clients and potential witnesses and discusses the facts and applicable law with clients.
5. Conducts legal research, drafts legal documents and interprets laws, rules and regulations.
6. Reviews evidence, inspects crime scenes and prepares investigative requests.
7. Documents client files, prepares trial notebooks as required and maintains statistical information regarding caseload and dispositions.
8. Assists other public defenders as needed.

EDUCATIONAL REQUIREMENTS

1. Juris Doctor or equivalent
2. Current active membership in the State Bar of Texas

SALARY - To Be Determined based upon experience

OTHER BENEFITS

Paid medical insurance
Texas County and District Retirement Program
Paid Vacation, sick leave and county holidays
Monthly Travel Allowance
Paid Yearly State Bar of Texas Dues and yearly Criminal Law Seminar

To submit a resume for this position, please mail resume to following address:

Rick C. Shumaker, Chief Public Defender
424 West Broad Street
Texarkana, Texas 75501

E Mail: Rick.Shumaker@txkusa.org

All replies strictly confidential