

MEDINA COUNTY JOB ANNOUNCEMENT

Medina County is accepting applications for the following position:

JOB TITLE: **Indigent Defense Coordinator**

GENERAL DUTIES: The primary duties of this position are to develop, plan, coordinate, and perform functions of the Indigent Defense and Pretrial Services Department in compliance with the Medina County District and County Court Plan.

Develops and maintains filing system for non-public documents with privacy requirements.

Makes initial indigence determination and presents information to appropriate court. Includes interviews with individuals in custody at the Medina County Jail.

Investigates instances of non-compliance with indigent defense plans.

Perform risk assessments on all individuals unable to make bond within time limits established by the Court.

Monitors individuals released from jail to compliance with pre-trial services reporting requirements.

Ensures accurate and prompt payment of Indigent Defense Counsel.

Attends all criminal court dockets for County and District Court. Monitors jail census for compliance with Indigent Defense Plan and state law.

BEGINNING SALARY: Based on experience/qualifications

REQUIREMENTS: 3-5 years' experience in indigent defense or pretrial services or other similar government services. Bachelor's Degree in Criminal Justice or law related field preferred.

CLOSING DATE: Open until filled

Applications can be picked up Monday through Thursday, 8 a.m. to 5 p.m. and Friday 8 a.m. to 4 p.m. at the following address

Medina County Human Resource Office
1300 Ave M, Room 130
Hondo, TX 78861

Medina County is an Equal Opportunity Employer.