



Harris County – JOB DESCRIPTION

Job Title: Director

Job Code:

Department: Office of Managed Assigned Counsel

EEO Category:

FLSA: Exempt

Revision Date:

Purpose:

Lead, administer, and direct the Office of Managed Assigned Counsel. Monitor, mentor, and supervise private attorneys handling misdemeanor appointments in Harris County, Texas.

Duties, Functions and Responsibilities:

- **General Responsibilities:**
 - Responsible for maintaining the integrity of the Managed Assigned Counsel Program
 - Manage the day-to-day operations of the Managed Assigned Counsel Program
 - Responsible for management of the Managed Assigned Counsel Program under the Alternative Plan for the appointment of Counsel to Indigent Defendants adopted by the Harris County Criminal Court at Law judges
 - Ensures compliance with appointment procedures as set forth by law and the Harris County Criminal Courts at Law Alternative Plan for the Appointment of Counsel to Indigent Defendants
 - Responsible for the management of staff and oversight of the participating defense attorneys in the Managed Assigned Counsel Program
 - Ensures the office responds to inquiries and complaints about assigned counsel, and investigates such complaints when warranted, referring complaints to the Review Committee when appropriate
 - Manages administrative functions of the office including budgeting, human resources, purchasing and resource planning
 - Develops and maintains resources to better serve the program
- **Policy Development and Management**
 - Responsible for developing and enforcing the policies and procedures of the Managed Assigned Counsel Program
 - Establishes policies and procedures relating to the administration of indigent defense in conjunction with the Advisory Committee and develops recommendations for the committee
 - Prepares a written plan of operation as required by Texas Code of Criminal Procedure Article 26.047(c), and directs the administrative and operation functions of the office consistent with the stated goals of the Office of Managed Assigned Counsel
 - Develops the process for application, acceptance, removal, and renewal of assigned counsel
 - Develops a process of assigned attorney evaluation and meets with the Review Committee as warranted to address the performance of assigned counsel
 - Facilitates the development, training and education of assigned counsel by providing Continuing Legal Education ("CLE") program, implementing a training curriculum consistent with current trial and investigative techniques, and establishing a mentoring program
 - Researches and reviews legislative updates and legal opinions, and adapts existing policies and procedures to address legislative changes
- **Fiscal Responsibilities:**
 - Develops and maintains the budget of the Managed Assigned Counsel Program
 - Approves vouchers for the payment of assigned counsel, investigators, and experts
 - Prepares and presents quarterly operational and monthly financial reports on the expenditures of the indigent defense resources to the Advisory Committee
- **Statistical and Performance Reporting**
 - Actively monitors the overall caseload and performance of the Managed Assigned Counsel attorneys
 - Maintains the following: expert database, witness/officer files, motion and brief banks, legal research file, CLE materials and performance measures for the Office of Managed Assigned Counsel

- Prepares and presents an annual report on the operation of the office to Harris County Commissioners and the County Criminal Courts at Law

Supervisor and/or Leadership Responsibilities:

- Oversees staff, including hiring, training, performance evaluations, disciplinary actions and dismissals
- Assists attorneys in maintaining the integrity of the attorney/client relationship
- Provides guidance, mentoring and legal advice to assigned counsel
- Liaisons with the judiciary and the budget management department regarding indigent defense
- Works closely with elected officials and policy-making entities in accomplishing the objective of the Office of Managed Assigned Counsel
- Oversees the private appointed legal representation of indigent defendants in Harris County
- Represents the office on various committees and work groups and participates in community outreach at various governmental, judicial and community functions
- Maintains positive relationships with other components of the criminal justice system and indigent defense organizations

Knowledge, Skills and Abilities:

To perform the essential functions of this position successfully, an incumbent should demonstrate the following competencies:

- Must have experience in drafting trial motions and memorandums of law
- Must have managerial, budget and administrative experience (can include running his/her own practice)
- Must have some experience in the hiring of experts and investigators
- Must have some knowledge and experience in forensics
- Values client-centered, holistic defense representation

Minimum Qualifications:

- Must have at least ten years of experience trying cases in the area of criminal law including misdemeanor, felony and/or federal cases. A significant amount of his/her practice must be in the area of criminal defense
- Must have taken court appointments in criminal law matters

Licenses and Certifications Required:

- Must be a member of the State Bar of Texas in good standing or is able to be licensed in Texas.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under their supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.