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:
  o Responsible for maintaining the integrity of the Managed Assigned Counsel Program
  o Manage the day-to-day operations of the Managed Assigned Counsel Program
  o 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
  o 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
  o Responsible for the management of staff and oversight of the participating defense attorneys in the Managed Assigned Counsel Program
  o 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
  o Manages administrative functions of the office including budgeting, human resources, purchasing and resource planning
  o Develops and maintains resources to better serve the program

• Policy Development and Management
  o Responsible for developing and enforcing the policies and procedures of the Managed Assigned Counsel Program
  o Establishes policies and procedures relating to the administration of indigent defense in conjunction with the Advisory Committee and develops recommendations for the committee
  o 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
  o Develops the process for application, acceptance, removal, and renewal of assigned counsel
  o Develops a process of assigned attorney evaluation and meets with the Review Committee as warranted to address the performance of assigned counsel
  o 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
  o Researches and reviews legislative updates and legal opinions, and adapts existing policies and procedures to address legislative changes

• Fiscal Responsibilities:
  o Develops and maintains the budget of the Managed Assigned Counsel Program
  o Approves vouchers for the payment of assigned counsel, investigators, and experts
  o 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
  o Actively monitors the overall caseload and performance of the Managed Assigned Counsel attorneys
  o 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.
HARRIS COUNTY MANAGED ASSIGNED COUNSEL
DIRECTOR APPLICATION

Follow the instructions carefully. Please ensure that your responses are legible.

You must submit a signed and notarized application to the front desk at the Fourteenth Court of Appeals Administrative Offices located at, 301 Fannin, Room 245, Houston, TX 77002, by 5:00 p.m. on July 31, 2020 to the Attention of Harris County Office of Court Management.

Late applications will not be accepted.
INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

If you have any questions about the application or the application process, please call the Harris County Office of Court Management at (832) 927-6500.

Required Attachments

☐ Your most recent annual CLE report from the State Bar of Texas or appropriate CLE entity

☐ Any other documents specified in the application

☐ Your professional resume

☐ Please also include written explanations if you have ever been:
  • sanctioned by the State Bar Grievance Committee
  • sanctioned for failure to appear before a court
  • arrested, convicted or placed on deferred adjudication for any offense other than traffic offenses
HARRIS COUNTY MANAGED ASSIGNED COUNSEL
DIRECTOR APPLICATION

GENERAL INFORMATION

CONTACT INFORMATION (Please print very clearly):

Last Name ________________________________________________________________

Last Name In JIMS (If Different From Above): __________________________________

First Name: ______________________________________________________________

Bar Card #: ____________ SPN: ____________ Social Security #: _________________

Home Address (Not A P.O. Box): ____________________________________________

City: ____________________________ ST: ________ Zip Code: ________________

Office Address: ____________________________________________________________

City: ____________________________ ST: ________ Zip Code: ________________

Home Phone #: ______________________

Office Phone#: ______________________

Cell Phone #: ______________________

E-Mail Address: (Provide only if you wish to be contacted via e-mail) ________________

PROFILE INFORMATION

Check the box for “Yes” or “No.” If you check “Yes” for any of Questions 4-11, attach any applicable court or committee documents, copies of all final orders (or those deferring adjudication), judgments, and, if desired, any written explanations.

Yes  No

☐  ☐  1. Are you currently in good standing with any State Bar?

☐  ☐  2. Are you licensed to practice law in the State of Texas

☐  ☐  3. If not licensed to practice law in the State of Texas, are you able to be licensed in Texas?

☐  ☐  4. Has any State Bar Grievance Committee ever sanctioned you?

☐  ☐  5. Do you have a pending appeal of any State Bar sanction?
6. Have you ever been sanctioned for failure to appear before a court?  
☐ Yes ☐ No

7. Have you ever admitted, in connection with an official proceeding, to having provided ineffective assistance of counsel?  
☐ Yes ☐ No

8. Have you ever been arrested or charged with an offense other than a class C traffic offense?  
☐ Yes ☐ No

9. Have you ever been convicted or placed on deferred adjudication for any offense other than a class C traffic offense?  
☐ Yes ☐ No

10. Have you, to your knowledge, ever been under federal, state, or local investigation for possible violation of a criminal statute? If so, provide details.  
☐ Yes ☐ No

11. Has a tax lien or other collection procedure ever been instituted against you by federal, state, or local authorities? If so, provide details.  
☐ Yes ☐ No

12. Have you ever been sued by a client? If so, provide details.  
☐ Yes ☐ No

13. Have you ever been a party to or otherwise involved in any other legal proceedings? If so, provide details.  
☐ Yes ☐ No

BACKGROUND INFORMATION

14. Where and when did you graduate from law school?  

15. List all courts in which you have been admitted to practice, with dates of admission.  

16. How many years have you been in practice?  

17. How many years’ experience do you have practicing in Texas?  

18. Are you board certified by the Texas Board of Legal Specialization?  
☐ Yes ☐ No

19. If yes, in what area(s)?  

20. How many hours of continuing legal education did you average the last three years?  
Attach your latest annual State Bar CLE report.  

21. How many open files are in your current caseload?  

22. What percentage of your current practice is in criminal law?  

23. Please list the Harris County judges before whom you routinely appear. (Provide the judge’s name, not the court number)  


EXPERIENCE (for questions 24-27 attach additional pages if necessary)

24. Briefly describe chronologically your legal and other experience since your graduation from law school.

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Yes ☐ No ☐ 25. Did you practice law alone (as a solo practitioner)? If yes, list the addresses and dates.

____________________________________________________________________________________

____________________________________________________________________________________

☐ ☐ 26. Have you ever been engaged in any occupation, business or profession other than the practice of law, law teaching, or holding judicial or other public office? If so, provide details, including dates.

____________________________________________________________________________________

____________________________________________________________________________________

☐ ☐ 27. Are you now an officer or director or otherwise involved in the management of any business enterprise? If so, provide details.

____________________________________________________________________________________

Please read the following question carefully. Although you may estimate your response, the response must be in discrete numbers (e.g., 4, 12, 31). Do not answer in ranges (e.g., 5-10, 10-50). Do not answer with phrases such as “more than 20” or “at least 100”.

28. How many total felony criminal cases have you tried to conclusion before a jury? ________

29. How many total misdemeanor criminal cases have you tried to conclusion before a jury? ________

30. How many total criminal hearings on the record have you handled? ________

31. How many total criminal appeals or post-verdict cases have you handled? ________

Indicate areas in which you have unique training or skill. (attach any applicable documentation or certification)

☐ 32. Mental health cases

☐ 33. Budget and/or Financial Management

☐ 34. Fluent in the following language(s) other than English:

____________________________________________________________________________________

☐ 35. Other training or skill in Leadership and/or office management (Please describe):

____________________________________________________________________________________
OPTIONAL INFORMATION

ADDITIONAL EXPERIENCE

List and describe other activities you have participated that relate to criminal law.

36. Mentoring: ________________________________________________________________

37. CLE Trainings: ____________________________________________________________

38. Legal Publications: ________________________________________________________

39. Please include any and all experience with budget management, purchasing and resource planning and human resources.

___________________________________________________________________________

___________________________________________________________________________

40. Please include any other information you wish to be considered that you believe makes you uniquely qualified to be a Managed Assigned Counsel Director.

___________________________________________________________________________

___________________________________________________________________________

41. I belong to the following professional organizations or associations:

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

JURAT

________________________________________
Applicant’s signature

SWORN TO and SUBSCRIBED before me on ____________________________ (date).

(seal)

Notary Public in and for the State of Texas

My commission expires: