

WHARTON-MATAGORDA REGIONAL PUBLIC DEFENDER OFFICE

POSITION: OFFICE COORDINATOR / ADMINISTRATOR

J O B TITLE Coordinator to RPDO **JOB CLASSIFICATION:** NON-EXEMPT

DEPARTMENT: Wharton-Matagorda Regional Public Defender Office

COMPENSATION: \$60,000-\$65,000

SUPERVISOR: Chief of Public Defender

HOURS: 40

JOB SUMMARY

Coordinates and/or performs administration of the Regional Public Defender Office this will include budget, purchasing, maintaining and sharing HR information for all staff and any such other duties needed for running the office which might include secretarial and legal duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Oversees the operation and administration of the Wharton-Matagorda Regional Public Defender Office. Which will include aiding in the management and supervision of other support staff.
2. Maintains and assures that the budget for the department is maintained
3. Ordering of all office supplies which will include everything needed to run the office, desk, chairs, computers printers, file folders. Making sure all expenditures comply with County procedures
4. Develops and helps to implement the procedures for opening cases and assignment of new cases to the attorneys This will include working with the indigent Defense Coordinators in Wharton and Matagorda Counties.
5. Assure the attorneys have all they need in terms of equipment and software to effectuate good legal representation of Defendants in criminal matters.
6. Assure that case files are properly assembled and to the attorneys in a timely manner. This will be accomplished through working closely with support staff team members.
7. Liasson with all County staff to effectuate effective running of the office.
8. Assures that time sheets are properly completed and delivered on time to the Wharton County Personnel Office.

9. Some occasional travel between counties may be necessary but will be minimal.

10. Develop and maintain relationships with vendors

Education and Skills

High School Diploma and College Degree (BS/BA) (Preferred) or at least five years working as Office Administrator with the duty to oversee and manage budgets.

Ability to write routine reports and correspondence. A working knowledge of business English and spelling, typing skills and secretarial skills are required. General knowledge and experience in office practices, procedures and multifunctional tasks

The ability to work under pressure and with irritated clients and or their family.

Excellent phone etiquette.

Must be able to engage with all parties to a legal action including judges and their staff, law enforcement, District Attorney and staff, medical professionals and others.

Requires organizing, prioritizing, accuracy and attention to detail

Requires flexibility in order to perform a variety of duties.

Ability to interpret a variety of instructions furnished in written, graphs and, diagram or schedule form.

Use of Power Point, Adobe Reader, Word, Microsoft Excel, AI

Good working of Technology

Physical Abilities

Must be able to drive. Must have a valid driver's license for the state of Texas. Must have reliable transportation. Some travel may be required between the two counties).

Must be able to lift at least 25 pounds.

Must be able to bend.

Must be able to pass Employment Physical and Drug Screen and Background Check

Wharton County is an Equal Opportunity Employer

If interested in this position complete an application and please email resume to Overzenia.Ojuri@co.wharton.tx.us and also Tonya.Quinn@co.wharton.tx.us.