



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Attorney II	Job Code:	7035200	Job Grade:	ATT2
Reports To:	Supervisor	Pos. No:	Various	FLSA Code:	E
Department:	Public Defender	Loc. Code:	3964004	SIC Code:	9222
				WC Code:	8810
Division:	Various	CS Code:	B	EEO Code:	B01

Summary of Functions: Under general supervision represents indigent defendants in misdemeanor, juvenile detention, or mental health cases as assigned. Performs case evaluation, preparation, and management; represents the client in pre-trial and evidentiary hearings and jury/court trials; and ensures effective communication with judges, prosecuting attorneys, court personnel, family members, witnesses and other interested parties. Conducts legal research; drafting legal documents; and interpreting laws, rules and regulations.

Management Scope: N/A

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Evaluates appointed case or lawsuit by: reviewing documentation; conducting necessary legal research on applicable law; interviewing clients, witnesses or persons with knowledge of the case; reviewing and gathering evidence; preparing investigative requests; and determining most appropriate action(s) to be taken.		
2. Interviews clients. Discusses facts of case, potential defenses and applicable laws and procedures.		
3. Explains legal process to potential witnesses, prepares witnesses for court testimony, and ensures clients are informed on status of case.		
4. Drafts, files and responds to necessary motions, briefs, or other legal documents for trial and/or hearing.		
5. Gathers, prepares, reviews and presents evidence, exhibits, and related material for trial or hearing.		
6. Represents the client in trial and at all applicable hearings by conducting jury selection, presenting opening statements, conducting direct and cross-examinations of witnesses, and presenting closing arguments.		
7. Participates in plea-bargain negotiations; prepares necessary legal documents and ensures necessary signatures are secured and documents filed as required.		
8. Documents client files, prepares trial notebook, and maintains statistical information regarding caseload and dispositions.		

9. Trains and assists in training less experienced misdemeanor public defenders.
10. Performs other duties as assigned.

Minimum Qualifications:

Education, Experience and Training:

Graduation from an accredited law school with a license to practice law in the State of Texas. One (1) year experience practicing law required.

Experience obtained under the third year bar card, **or work as a licensed attorney in the Public Defender's Office on a Pro Bono basis**, can be counted for experience. Maximum Pro Bono experience is one year. Qualifications include: completion of a law degree at an American Bar Association (ABA) accredited law school; current licensing as an attorney to practice law in the State of Texas, and have either attained this experience through the law school's criminal clinic program, or internship with a district, county, or public defender offices while holding an active Third Year Student Bar Card. Along with the job application at interview the applicant will be required to present an official law school transcript and a notarized affidavit from the employer(s) where the internship was performed indicating the number of actual hours worked.

Special Requirements/Knowledge, Skills & Abilities:

None.

Disclaimers: This is an "at will" position with no civil service or other appellate rights. This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Physical/Environmental Requirements:

Standard office environment.

Hay Points/Point Factor:

N/A

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date 12/2004; 01/2008,
1/2010; 2/2010;5/2011

Approved by Civil Service Commission on

Date 01/24/2005, 1/28/2008,
1/25/2010, 4/19/2010,
5/16/11

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.

