

## KENDALL COUNTY CLASS SPECIFICATION

### INDIGENT DEFENSE COORDINATOR

**Department:** Pretrial Services

**Report to:** Director

**Date Approved:**

**FLSA:** Non-Exempt

**Work Status:** Full time

**EEO Category:** Professional

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#### GENERAL SUMMARY

Under general supervision, the purpose of the position is to perform the functions of the County's Indigent Defense and Pretrial Services Department in compliance with District Court and County Court Plan and state law. Monitors jail census for compliance with Indigent Defense Plan and state law. Provides education to participants pertaining to Indigent Defense.

#### ESSENTIAL FUNCTIONS

Disseminates information to individuals involved in the criminal justice system and offices serving the courts to administer indigent services.

Interviews criminal defendants in jail for indigence determination and informs the appropriate court.

Investigates non-compliance, determines corrective actions and implements actions necessary.

Attends criminal court to obtain an attorney to those defendants who do not have legal representation.

Corresponds with Court Coordinators regarding defendant and attorney information for docket notices.

Substitutes attorneys on docket as needed.

#### OTHER DUTIES/RESPONSIBILITIES

Recommends and reviews policies and procedures to develop and implement indigent defense plan.

Compiles and updates Indigent Defense Manual and updates Texas Indigent Defense Commission website.

Ensures payment to Indigent Defense Counsel.

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Processes accounts payable batch for approval of payment.

Work holidays, weekends or after hours if necessary.

Other duties as assigned.

## **LICENSES AND CERTIFICATIONS**

Valid Texas Driver's License

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

- Odyssey and Techshare, preferred
- Office procedures and equipment
- Computer equipment
- Bilingual in English/Spanish, preferred

### **Ability to:**

- Utilize various advisory and design data and information such as budgets, reports, documents and files.
- Communicate verbally and in writing.
- Understand and exchange information with supervisors and co-workers when receiving assignments and instructions.
- Communicate and interact with the general public, departmental customers and various County personnel.
- Follow safe work practices including workplace safety policies and procedures.
- Exposure to dangerous criminal elements.
- At times lift and carry 25 pounds.
- Prolonged periods sitting at a desk and working on a computer.
- Exert light physical work in an office environment in a mainly sedentary position.

### **Equal Opportunity**

Kendall County will not discriminate on the basis of race, color, religion, national origin, sex, including lesbian, gay, bi-sexual or transgender status, age, genetic information, pregnancy, veteran status, disability, or any other condition or status protected by law in hiring, promotion, demotion, raises, termination, training, discipline, use of employee facilities or programs, or any other benefit, condition, or privilege of employment except

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where required by state or federal law or where a bona fide occupational qualification (BFOQ) exists. Employees who need an accommodation as a result of a condition or status protected by law should advise their Elected Official, Appointed Official, Department Head, or the Human Resources Department.

Note: Pending CC Approval