



## Victoria County, TX

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<b><u>Position Title:</u></b>	<b>Legal Office Manager</b>	<b><u>Effective Date:</u></b>	<b>May 2024</b>
<b><u>Department:</u></b>	<b>Crossroads Defenders (CxD)</b>	<b><u>Status:</u></b>	<b>FT, Exempt, In-Person</b>
<b><u>Pay:</u></b>	<b>\$50,000 to \$65,000 (depending on experience) + Full County Benefits</b>	<b><u>Apply:</u></b>	<b>Email Resume and Cover Letter to <a href="mailto:bw@cxdtx.org">bw@cxdtx.org</a></b>

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### **CROSSROADS DEFENDERS**

The Crossroads Regional Defender's Office, also known as Crossroads Defenders (CxD), is a new, holistic defender office serving Victoria, Jackson, Lavaca, and Refugio Counties. CxD represents indigent clients in criminal cases ranging from Juvenile Offenses through Non-Capital Felonies. Crossroads Defenders aims to become a model office for rural defense in Texas. The office will leverage cutting-edge technology, training, and techniques to provide the strongest possible advocacy for our clients. Additionally, the office will provide wrap-around services for clients to assist them with employment, mental health, substance abuse, housing, and immigration issues.

Our non-attorney office manager is a critical part of the defense team. The office manager will oversee daily administrative operations and provide support to our team of attorney and non-attorney staff. The ideal candidate will have strong communication skills, attention to detail, be proficient with technology, and have the ability to multitask in a fast-paced environment.

### **VICTORIA, TEXAS**

Victoria, Texas, is a jewel in the Texas Coastal Bend region, where past and present are perfect neighbors. Victoria offers a perfect blend of big city amenities while maintaining small-town charm. The city boasts a deep history, plentiful outdoor recreation, and a thriving arts and entertainment scene. Victoria also features diverse culinary options, a strong economy driven by healthcare, education, and manufacturing, and an affordable housing market. The city is served by top-rated schools in the Victoria Independent School District. With Houston, Austin, and San Antonio just a two-hour drive away, Victoria is truly the crossroads of Texas. For those seeking a high quality of life, rich history, and abundant opportunities, Victoria, Texas, is the perfect place to call home.

["Past. Present. Future. A Reflection of Victoria's 200 Years."](#)

[Explore Victoria Texas](#)

## **JOB SUMMARY**

The Legal Office Manager at Crossroads Defenders (CxD) plays a crucial role in ensuring the smooth operation of our holistic public defender office. The ideal candidate will be responsible for overseeing the daily administrative functions of the office, providing support to our team of attorneys, case managers, investigators, and legal assistants. This position requires a highly organized, detail-oriented, and proactive individual with excellent communication and interpersonal skills.

## **ESSENTIAL JOB DUTIES**

Responsible for providing a wide array of administrative support in a law office: assists attorneys, case managers, investigators and legal assistants with managing schedules; coordinating meetings and travel; answering phones; and communicating with clients.

1. Provide administrative assistance to legal staff in a law office.
2. Manage schedules, including trial dates and hearings.
3. Coordinate appointments, meetings, and business travel. Schedule conference rooms.
4. Plan, support, and implement logistics for executive-level internal events.
5. Coordinate meetings, teleconferences, and video conferences.
6. Coordinate with customers, external counsel and other vendors to obtain and exchange information and documentation related to legal matters.
7. Assess the urgency of situations and determine appropriate actions, monitor status of pending items, provide follow up and keep management informed by communicating a wide variety of information.
8. Prepare legal correspondence and presentations.
9. Conduct research for report preparation.
10. Train attorneys and support staff in the use of all office systems, including case management system, filing protocols, and docket/diary procedures.
11. Utilize case management system for electronic data management of legal files and creation of management reports.
12. Ensure that all necessary information is shared between clients and attorneys on various files.
13. Oversee and coordinate acquisition and maintenance of legal research and reference materials for office, including hard copy and electronic materials.
14. Assist with recruiting and HR Tasks.
15. Assist with Budget and Grant Preparation.
16. Perform other duties as assigned.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledge of Court procedures and case-flow management.

2. Knowledge of indigency requirements.
3. Skill in operating a personal computer and utilization of general office and criminal justice software.
4. Ability to display empathy and compassion both to at-risk populations, and to fellow office staff.
5. Ability to develop, implement, and administer goals, objectives, and procedures for providing effective and efficient service for the CxD office.
6. Ability to perform detailed and difficult administrative duties and use independent judgment and personal initiative in the performance of assigned duties
7. Ability to provide administrative and professional leadership and direction to subordinate staff.
8. Ability to communicate clearly and effectively.
9. Ability to establish and maintain effective working relationships with CxD staff, outside entities and the general public.
10. Ability to maintain confidentiality and handle sensitive information discreetly

**EDUCATION AND EXPERIENCE:**

1. Bachelor’s Degree from an accredited college or university; OR
2. Four (4) years of court clerk or administrative experience in the field of court administration or criminal justice with two (2) years of supervisory experience.; OR
3. Any combination of education and experience that demonstrates the required knowledge, skills, and abilities to perform the duties and responsibilities of this role.

**WORKING CONDITIONS**

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*The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.*

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- Employees sit most of the time but may walk or stand for periods of time.
- This is light duty work requiring some physical agility such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements, ability to convey detailed or important instructions to others accurately, loudly or quickly, and standard hearing requirements - hear information at normal spoken word levels.
- Please note that the position requires visiting incarcerated clients at both County Jails, and occasionally Prison units.

<b>Physical Exertion (Pounds)</b>	
Up to 10	Occasionally

Up to 25	Occasionally
Up to 50	Seldom or never
Up to 100	Seldom or never
100 or more	Seldom or never

<b>Environmental Exposures</b>	
Work near moving mechanical parts	Seldom or never
Work in high, precarious places	Seldom or never
Toxic or caustic chemicals	Seldom or never
Outdoor weather conditions	Seldom or never
Extreme Cold, non-weather	Seldom or never
Extreme Heat, non-weather	Seldom or never
Noise Level	Quiet

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

**BENEFITS**

In addition to a competitive and stable County Salary, full-time employees will receive full Victoria County Benefits including

- Low cost health, dental, and vision insurance.
- Prescription drug coverage and optional FSA.
- Enrollment in the Texas County and District Retirement System with a guaranteed 7% rate of return, 2x match, and a lifetime benefit after the vesting period.
- Tuition Assistance
- Discounted membership to Citizens HealthPlex Gym and Spa
- Optional Group Rates for Term Life, AD&D, and Disability Policies.

**EQUAL OPPORTUNITY EMPLOYER**

Victoria County, and Crossroads Defenders, is an Equal Opportunity Employer committed to creating a strong and welcoming workplace. We encourage applications from qualified individuals of all backgrounds. Crossroads Defenders believes that an intellectually and experientially diverse team enhances our ability to provide the highest quality of legal representation to our clients and community. We strive to create an environment where all employees feel valued, respected, and supported in their professional growth. We welcome and celebrate the unique perspectives and experiences that each individual brings to our team.

<https://www.vctx.org/page/employment>

Please email resume and cover letter: Attn: Brian Watson [bw@cxdtx.org](mailto:bw@cxdtx.org)

Tags: Criminal defense attorney, criminal defense lawyer, trial attorney, trial lawyer, criminal trial attorney, criminal law, criminal justice, indigent defense, legal aid, defense, defense counsel, courtroom experience, litigation experience, criminal proceedings, plea bargaining, sentencing, appeals, constitutional law, evidence, criminal procedure, jury trials, bench trials, felony charges, misdemeanor charges, DUI defense, violent crimes, drug crimes, white-collar crimes