



THE COUNTY OF STANISLAUS

PUBLIC DEFENDER



Stanislaus County
now offers an employee
bonus worth up to
\$10,000 or 21
additional days of
leave time!*

*See inside for details

CONFlict ATTORNEY PANEL ADMINISTRATOR

(Manager I/II)(Part-Time)

\$71,656 - \$120,224 Annually

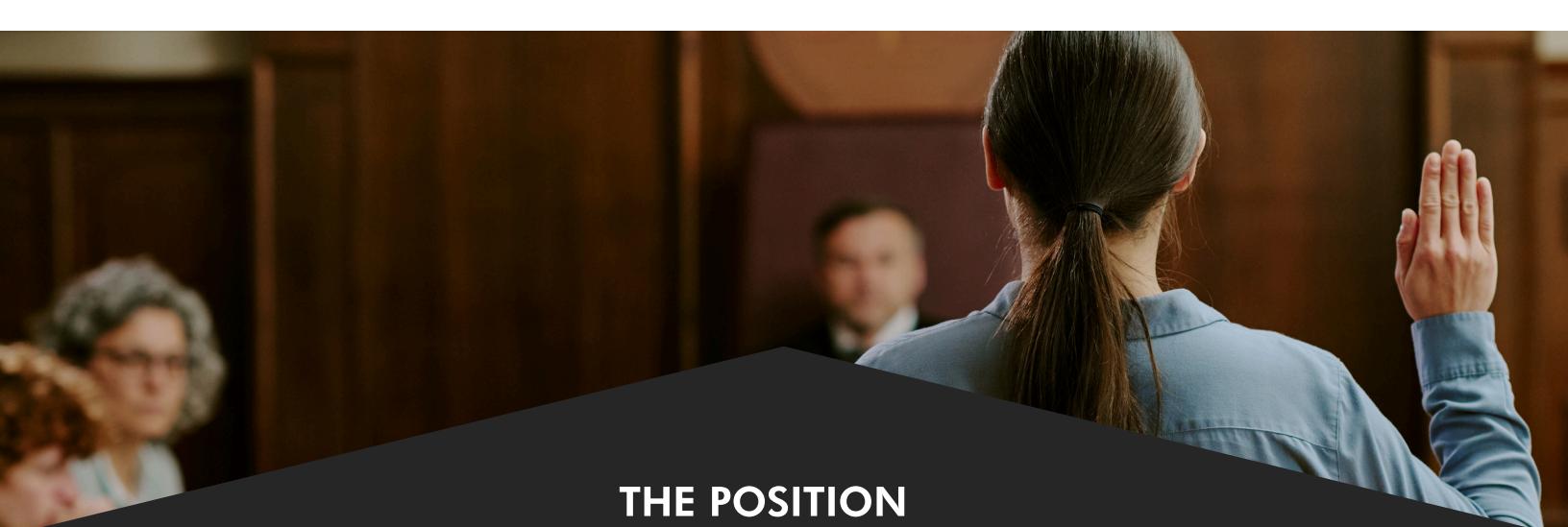
Apply by February 18, 2026

ABOUT THE COUNTY

Stanislaus County is located in Central California within 90 minutes of the San Francisco Bay Area, the Silicon Valley, Sacramento, the Sierra Nevada Mountains and California's Central Coast. With an estimated 552,878 people calling this area home, the community reflects a region rich in diversity with a strong sense of community. Two of California's major north-south transportation routes (Interstate 5 and Highway 99) intersect the area and the County has quickly become one of the dominant logistics center locations on the west coast.

The County is home to a vibrant arts community with the world-class Gallo Center for the Arts, a symphony orchestra, and abundant visual and performing arts. Stanislaus County is a global center for agribusiness, positioned by its mild Mediterranean climate, rich soils and progressive farming practices. The area is recognized internationally for agricultural innovation with wine, almonds, poultry, milk, cattle, and walnuts being some of the featured industries. The County is also home to California State University Stanislaus, Modesto Junior College and benefits from satellite locations of other high-quality educational institutions. The County was established in 1854 and has a total land area of 1,515 square miles. Temperatures range from an average low of 43 degrees in the winter, to an average high of 92 degrees in the summer. Temperatures move up into the high 90s during the summer months with low humidity and cool evening breezes from the San Joaquin Delta.

THE POSITION



The Conflict Attorney Panel (CAP) nominates attorneys for appointment by the Superior Court to clients eligible for appointed counsel in criminal defense cases and other eligible clients and administers the conflicts program for the County of Stanislaus.

Through this program, qualified attorneys on the Panel represent clients in criminal cases who are eligible for appointed counsel when either the Public Defender or Alternate Defender has declared a conflict.

The Director of CAP ("Director") screens and qualifies independent attorneys to be on the Panel and has the sole discretion to determine which attorneys qualify for the Panel and the types of cases the attorneys are qualified to handle.

Under the supervision of the Director, the CAP Administrator ("Administrator") manages the administrative functions of CAP. Of utmost importance is that the CAP administrator maintains his/her neutrality status as an entity housed under the Stanislaus County Public Defender's Office. This is a part-time position only.

ABOUT THE DEPARTMENT

The Stanislaus County Public Defender's Office works to combat mass incarceration by providing zealous, high-quality representation to low-income individuals facing criminal charges. The Office is committed to serving the whole client, addressing the underlying needs that contribute to criminal legal involvement as well as those that emerge through contact with the legal system. Grounded in a client-centered approach, the Office affirms that every client is entitled to autonomy, dignity, and respect throughout their legal journey. The Public Defender's Office is a dedicated team of more than 45 attorneys, investigators, paralegals, and professional staff who work collectively to protect clients' liberty and safeguard their futures in the face of criminal allegations.

TYPICAL TASKS

- Review applications for CAP attorneys and assign cases to qualified CAP attorneys and monitor case flow
- Act as a liaison to panel attorneys, their experts, other vendors and the courts
- Ensure that all designated conflict clients are assigned accountable, efficient, communicative, and effective counsel
- Select counsel for designated panel clients, tracking caseloads, and overseeing quality control
- Monitor continuing legal education requirements and "good standing" of panel attorneys
- Review and authorize payment to attorneys and vendors
- Maintain a list of attorneys eligible for appointment
- Assign counsel to cases according to complexity of each case and qualifications of counsel
- Assist in developing goals, objectives, policies and procedures
- Interpret and explain policies, procedures and operational directives for panel attorneys

MINIMUM QUALIFICATIONS KNOWLEDGE/SKILLS/ABILITIES

- Methods of analysis and problem solving, organization and operations of the courts, general knowledge of the court system and case experience level
- Principles of administration, supervision and management
- General knowledge of operations within a county
- Knowledge of conflict-of-interest principles under professional responsibility of interest and the law of conflicts of interest
- Ability to report to work timely and as scheduled
- Ability to work with little or no supervision
- Ability to work quickly and accurately
- Ability to communicate effectively both orally and in writing
- Ability to establish and maintain effective working relationships with judges, county officials and employees and attorneys
- Ability to adapt to changing priorities and maintain a productive committed work effort, meeting deadlines and managing workload



For more information on
Public Defender, scan the QR code or
visit stanislauspublicdefender.com

MINIMUM QUALIFICATIONS

EDUCATION & EXPERIENCE

MANAGER I

- Two (2) years of supervisory experience working in a legal environment

AND

- Graduation from an accredited four-year college or university with a degree in Business Administration, Public Administration, Criminal Justice, or a related field

MANAGER II

- Graduation from an accredited four-year college or university with a degree in Business Administration, Public Administration, Criminal Justice or a related field
- One (1) year of management level experience involving, overseeing assignment caseload, monitoring case progress and/or supporting quality assurance efforts

Progressively responsible experience may be substituted for the required education on a year-for-year basis

DESIRABLE QUALIFICATIONS

In addition to the minimum qualifications, applicant screening may focus on the following desirable qualifications. Please list any of these qualifications you may have within the "Duties" section of the online application.

- Possession of a Juris Doctor degree (CA State Bar admission not required)
- One (1) year working with a conflict attorney panel



QUICK GUIDE TO APPLYING



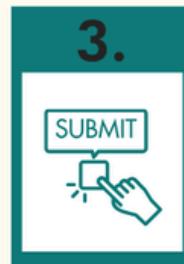
APPLICATION PROCESS



Find the
Right Job



Update Your
Application



Submit Your
Application



Wait for
Processing



Receive Notice of
Application Status

APPLICATION BEST PRACTICES

BE COMPLETE

We screen for qualifications based on the information provided on your application, not on your resume. **Please make sure all relevant experience is listed within the body of your application.**

BE DETAILED

Connect your professional experiences to the job's knowledge, skills and abilities. **Share your work history and how it relates to the minimum qualifications of the position.**

UPDATE YOUR APPLICATION

Take the time to review and update your application each time you apply for a new position. **Ensure that your employment dates are correct and that any relevant skills or experiences are listed.**

ATTACH SUPPORTING DOCUMENTS

Attach any required supporting documentation listed in the Minimum Qualifications. **Not submitting that typing certificate or proof of education could be the reason you are disqualified!**

HIGHLIGHT DESIRABLE QUALIFICATIONS

If there are desirable qualifications listed, they may influence the screening process. **Detail how you meet both minimum qualifications and desirable qualifications in the duties section of your application.**

COMMON MISTAKES TO AVOID

WRITING "SEE RESUME"

Relying on your resume instead of completing the application can hurt your chances. **Be sure to fill out all sections and attach proof of education when required, as resumes alone don't provide the details needed to evaluate your qualifications.**

OUTDATED OR MISSING REFERENCES

Submitting old contact information or leaving references blank can delay the reference check process. **Include current, reachable contact information for all references.**

INCLUDING TOO MUCH OR UNRELATED INFO

Adding long paragraphs or unrelated experiences can make your application unclear. **Keep your application clear, concise, and focused on relevant qualifications.**

ASSUMING COMPUTERS SCREEN APPLICATIONS

Believing that a computer or automated system selects qualified candidates is a common misconception. **All applications are reviewed by trained recruitment analysts, so make sure your experience is clearly detailed.**



STANISLAUS
COUNTY HUMAN
RELATIONS

Take Your Place.



JOIN OUR TEAM and receive a bonus worth UP TO \$10,000!

or 21 additional days of leave time!*

*EMPLOYEE CHOICE BONUS PLAN ALLOWS ELIGIBLE NEW EMPLOYEES TO RECEIVE A BONUS WORTH
\$5,000 - \$10,000 OVER THREE ANNUAL INSTALLMENTS

YOU CHOOSE:
One month's worth of



Cash Payout

Redo that kitchen
or paydown debt.

It's all yours.



Leave Time

Take a little extra time
off and enjoy yourself.

You've earned it.



Deferred Compensation

Reduce some taxable
income and receive it later.

Why not?



Scan the QR code with a camera
app to watch the Employee Choice
Bonus Plan video!

HR | STANISLAUS
COUNTY HUMAN
RELATIONS

Take Your Place.



clubwellness
myclubwellness.org

Employee Choice Bonus Plan

UNDERSTANDING THE DETAILS



JOIN OUR TEAM BY JUNE 30TH, 2026 TO BE ELIGIBLE!

The following Employee Choice Bonus Plan is designed to allow those hired full-time on or before June 30, 2026, to choose one of the three bonus incentive options (one-time option, non-revocable) they would like to receive:



Option 1 BONUS CASH PAYMENT

(Default if employee declines to make a choice)

- One month of salary (168 hours) paid in cash over three annual installments at the highest step or top of band of the classification held by the employee at each vesting date.
- Minimum amount of each payment will be \$1,666.67 and a maximum payment of \$3,333.37 (base hourly rate of pay for the classification multiplied by 56). The amount of each payment may change depending upon an employee's individual circumstances.
- Total minimum amount received will be \$5,000.01 and maximum will be \$10,000.02 paid over three installments.
- Applicable taxes will be applied and withheld.



Option 2 BONUS LEAVE TIME

- 168 hours of bonus leave time allocated within three annual installments.
- Bonus Leave Time would be administered in the same capacity as standard vacation including compensation rate, request and approval, and reporting expectations.
- Bonus Leave Time will have no cash value and cannot be cashed out at resignation, termination, or retirement.
- Must use the bonus leave time prior to the expiration date, as there is no carry over after the bonus leave time expires.



Option 3 BONUS DEFERRED COMPENSATION CONTRIBUTION

- One month of salary (168 hours) paid over three annual installments into the employee's Nationwide Deferred Compensation account at the highest step or top of band of classification held by the employee at each vesting date.
- Minimum amount of each payment will be \$1,666.67 and a maximum payment of \$3,333.37 (base hourly rate of pay for the classification multiplied by 56). The amount of each payment may change depending upon an employee's individual circumstances.
- Total minimum amount received will be \$5,000.01 and maximum will be \$10,000.02 paid over three installments.
- Applicable taxes will be applied and withheld.



Eligibility for Employee Choice Bonus Plan

- To receive each payment, you must be hired as a new full-time employee, and be active both on the vesting date and during the pay period in which the payment is issued.
- Full-time employees on an unprotected unpaid leave on the vesting date are ineligible for that specific payment.
- Employees that separate from full-time service prior to a vesting date will no longer be eligible for that specific payment.
- Employees that receive one or two payments, separate from full-time service and then return to full-time service are excluded from eligibility to receive further payments of any kind.
- Employees that leave full-time service prior to receiving any payments, and then return to full-time service on or before June 30, 2026, are eligible to receive future payments in accordance with their new hire date.



Take Your Place.

COMPENSATION & BENEFITS

Approximate Annual Base Salary:

\$71,656 - \$120,224

The County of Stanislaus provides a competitive and comprehensive benefits package for regular full-time County employees including:

Insurance: Extensive health, dental, and vision coverage options for employees and dependents

Deferred Compensation: 2% of base wages to 457 deferred compensation plan

Automobile Allowance: Option to select annual automobile allowance of \$4,800 or use of County provided vehicle

Life and Disability Insurance: Term life insurance policy, as well as Accidental Death/Disability coverage

Professional Development: \$1,200 annual allowance for professional development, to include continuing education and professional memberships

Vacation: Accruing biweekly, 120 hours in year one, 160 hours years two through 20 and 200 hours starting year 21. Vacation accruals subject to maximum limits. This position will also receive an additional 32 hours of special vacation leave per year, accrued biweekly

Holidays: 10 paid holidays annually

Management Leave: 56 hours of management leave annually. Must be used in the year earned.

Sick Leave: Sick leave is accrued at a rate of 96 hours per year

Relocation Expenses: Up to \$7,500 for qualifying expenses, subject to advanced approval

RECRUITMENT INCENTIVES

Employee Choice Bonus Plan:

Stanislaus County now offers an employee bonus worth up to \$10,000 or 21 additional days of leave time! Visit stanjobs.org for details.

Career Ladders:

We offer valuable tools to help plan your career with Stanislaus County. Find ways to grow and develop within the organization—from Accounting to Public Safety to IT.

Learning Institute:

Whether you're a new employee or looking to acquire new skills, our Learning Institute offers a chance to take on new challenges and ways to consistently hone and improve skills.

WELLNESS BENEFITS

The Mission of Club Wellness is to facilitate and encourage the "good health" of the county workforce.

"Good health" is a state of complete physical, social and mental well-being, and not merely the absence of disease or infirmity; health is a resource for everyday life, not the object of living, and is a positive concept emphasizing social and personal resources as well as physical capabilities. The program seeks to increase awareness and knowledge of all employee benefits, nurture a team spirit and positive health behaviors, to motivate employees to adopt healthier habits and to provide opportunities and a supportive environment to create positive lifestyle changes.



CLASSIFICATION INFORMATION

Unless otherwise provided, this position is part of the Unclassified Service of the County and is considered "at-will" for labor relations purposes.

The individual selected will participate in the Stanislaus County Pay-for-Performance program, as well as receive additional benefits.

The Job Task Analysis provides information detailing the physical and functional demands of the classification. For the complete job task analysis, visit the Risk Management website at <https://www.stancounty.com/riskmgmt/risk-dm-jta-class-sub-main.shtm>.

APPLICATION PROCEDURES/FINAL FILING DATE: February 18, 2026

Oral Examinations are tentatively scheduled: Tentatively scheduled the week of March 2, 2026

Applications cannot be submitted later than 5:00 p.m. on the final filing date. Make your online application as complete as possible so a full and realistic appraisal may be made of your qualifications.

Resumes will not be accepted in lieu of a completed application.

Attaching your resume and cover letter are an optional feature for those who wish to do so in addition to completing the required application. Information on your resume and cover letter will not substitute for the education, work experience and required fields on the County application. The online County application is the primary tool used to evaluate your job qualifications.

RECRUITMENT ACCOMMODATIONS

Arrangements may be made to accommodate disabilities and religious convictions. Applicants requiring testing accommodations are required to complete and submit the Testing Accommodations Request Form prior to the test administration date. Special arrangements for religious convictions should be included in the "Additional Information" section of the application form.

GENERAL QUALIFICATIONS

- Pass County-paid pre-employment job-related background investigation.
- Perform job duties in a manner assuring a safe working environment for oneself and others.
- Maintain confidential information according to the legal standards and/or County regulations as required.
- Some positions may be required to possess and maintain a valid California Driver's License and meet County insurability requirements.

APPLICATION AND/OR EXAMINATION APPEAL RIGHTS

Application and/or examination results may be appealed by applicants presenting facts alleging irregularity, fraud and/or error in application screening or in exam scoring. Appeals must be in writing and submitted to the Chief Executive Officer within seven (7) days after the examination results are mailed.

DISCLAIMER

Stanislaus County reserves the right to revise the examination plan described in this flyer to better meet the needs of County service. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The information contained in the bulletin is information which sets forth a general summary of benefits for this respective position. This information is not legally binding. The benefits and other information regarding this position may be found in the Stanislaus County Code, the Stanislaus County Personnel Policies manual, or in the applicable Memorandum of Understanding(s), and such information prevails over information contained in this flyer. Questions regarding this bulletin may be directed to the Stanislaus County Chief Executive Office/ Human Resources.