



Operation Lone Star Defense - Assignments Coordinator
(remote position in Texas)

Over the past two years, thousands of people have been arrested near the Texas-Mexico border under Operation Lone Star (OLS), Governor Abbott's border initiative. In OLS, the State charges individuals mostly with misdemeanor criminal trespass or felony human smuggling. The Lone Star Defenders Office (LSDO) is the indigent defense hub for OLS. We appoint counsel for OLS cases, and we provide training, support and oversight to the lawyers taking OLS cases. Our goal is to ensure that all clients receive the zealous representation that the U.S. Constitution promises them. LSDO is looking to hire an **Assignments Coordinator** to join our growing team. Everyone on the team is remote.

Assignment Coordinators perform the most critical function of LSDO, which is to ensure all clients who request and qualify for appointed counsel are assigned attorneys in a timely manner. Assignment Coordinators must meticulously follow appointment protocols to assign attorneys to cases and create/maintain accurate client profiles in case management systems. Assignment Coordinators are responsible for processing all paperwork related to booking and releases, creating notice of assignments, gathering information from clients and their families, answering client and family phone calls, and facilitating communication between LSDO, panel attorneys, and court staff. The Assignments Coordinator is a member of the Case Management team and will also assist with other administrative duties related to case management processes.

Minimum Requirements

- 1-2 years of experience with data entry and case management systems. Work experience in a legal setting preferred.
- Fluency in Spanish required.
- Highly proficient in MS Office (Word, Excel, Outlook), Google suite products, and Adobe Acrobat.
- Strong administrative and organizational skills is required to process a high volume of client documents with expert attention to detail.
- Strong verbal and written communication skills.
- This is a remote position, but you must be based in Texas.
- Must be passionate about indigent criminal defense and immigration justice.

Compensation

- Salary range of \$50,000 to \$56,000 depending on experience and qualifications. We offer good benefits and a supportive work environment.

For more information, visit www.olsdefense.org/getinvolved

To apply, email a resume, cover letter, and list of three references (Subject Line: Assignments Coordinator) to olsdefense@lsdefense.org