



### **Operation Lone Star Assignments Coordinator (remote position)**

Since March 2021, thousands of migrants have been arrested near the Texas-Mexico border and charged with state crimes under Operation Lone Star (OLS). Most individuals are Spanish-speakers and are charged with misdemeanor trespass or felony smuggling. The Lubbock Private Defenders Office (LPDO) is the indigent defense hub for OLS, and its goal is to ensure that all individuals charged as part of Operation Lone Star receive the zealous representation that the U.S. Constitution promises them. LPDO is looking to hire **two Assignment Coordinators** to join our growing OLS team. Everyone on the team is remote.

Assignment Coordinators perform the most critical function of LPDO, which is to ensure all clients who qualify for and request counsel are assigned attorneys. Assignment Coordinators must meticulously follow an appointment protocol to assign attorneys to cases and create/maintain accurate client profiles in case management systems. Assignment Coordinators are responsible for processing all client paperwork, creating notice of assignments, and facilitating communication between LPDO, panel attorneys, and court staff once an assignment is complete.

We are looking for candidates who have strong organization skills, the ability to multitask in a fast-paced environment while maintaining strict attention to detail, and who cooperatively work in a team setting.

We are looking to hire by August 1.

For more information, visit [www.olsdefense.org](http://www.olsdefense.org).

### **Requirements & Expectations**

- Applicants should be passionate about criminal defense and immigration justice.
- Proficiency in platforms such as Microsoft Office (particularly Word and Excel), Adobe Acrobat, and Microsoft Outlook required.
- Experience with data entry and data or case management systems preferred.
- Must be detail-oriented, organized, and a team player.

### **Compensation**

- Salary is approximately \$45,000. We offer good benefits and a supportive work environment.

**For more information, visit [www.olsdefense.org/getinvolved](http://www.olsdefense.org/getinvolved)**

**To apply, send a resume and cover letter to [Claudia Molina-emolina@lpdo.org](mailto:Claudia.Molina@lpdo.org)**