



Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602
(512) 581-7120

An Equal Opportunity Employer

Title: Assistant District Attorney <i>Criminal Division</i>	Opening Date: January 18th, 2018	Application Deadline: Open Until Filled	Job #: 19103
Department: District Attorney	Starting Salary: \$60,810 Annual Salary	Location: Bastrop, Texas	Travel: N/A

INTERNAL AND EXTERNAL JOB POSTING

Brief Job Description: An entry level position under the supervision of the Bastrop County Criminal District Attorney, this position assists with the prosecution of all Class C misdemeanors in the Justice of the Peace courts and assists with protective orders, and Class A and B misdemeanors as experience and caseloads allow. Also advises the Environmental Enforcement Department and prosecutes environmental criminal cases. Work involves doing intake for the positions caseload from various agencies, directing and planning legal activities, the preparation of legal documents, conducting hearings and trials, interpreting laws and regulations, and rendering legal advice and counsel. The position also requires that the attorney be available to assist other prosecutors in meeting any additional prosecutorial demands made upon the office. Must maintain the confidentiality of the department at all times.

General Knowledge, Skills, & Abilities: Must be skilled in legal research, writing, and analysis with the ability to conduct hearings, to prepare opinions and briefs, and to prepare cases for trial. Must possess the abilities needed to present statements of law, fact and argument clearly and logically; effectively apply legal knowledge and principles in court; and to prepare and present cases in court. Must be able to conduct research, to summarize findings, to interpret and apply laws, to use legal reference materials, and to communicate effectively, both verbally and in writing. Must possess strong organizational skills; must be energetic, charismatic, and demonstrate initiative. Position may require irregular working hours and exposure to potentially hostile individuals.

Minimum Qualifications: Licensed Attorney with some criminal trial experience preferred. Must have graduated from an accredited law school with a Juris Doctor (J.D.) degree; and must possess a license to practice law in the State of Texas (or have application pending.) A valid Texas Driver's License. Experience in criminal prosecution and/or criminal defense work preferred; Bi-lingual (English/Spanish) preferred.

Work Environment: The District Attorney's office is an attorney office which provides an excellent opportunity for a lawyer interested in advancing their career in criminal prosecution. The office prosecutes all felony, misdemeanor, and juvenile cases in Bastrop County, and defends all criminal appeals originating out of Bastrop County. The office also secures protective orders, represents Child Protective Services and advises the Commissioner's Court and other elected officials.

Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities. Minorities, Veterans, and Disabled applicants are encouraged to apply.

A Bastrop County Job Application is required, and can be downloaded at: <https://na3.docuSign.net/Member/PowerFormSigning.aspx?PowerFormId=a7d71333-73b6-4ae5-b3d7-a59c651de914>. A resume will be considered, but will not be accepted in lieu of application. Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. This position may require shift work outside the normal business hours and weekends. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

IMPORTANT NOTE TO ALL APPLICANTS: Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. Visit our website at: <http://www.co.bastrop.tx.us/site/jobs>.



BASTROP COUNTY, TEXAS

Job Description

***Job Title:** Assistant District Attorney – Criminal Division*

Department: District Attorney's Office

FSLA Status: Exempt

Reports To: District Attorney/Misdemeanor Chief

SUMMARY: An entry level position under the supervision of the Bastrop County Criminal District Attorney, this position assists with the prosecution of all Class C misdemeanors in the Justice of the Peace courts and assists with protective orders, and Class A and B misdemeanors as experience and caseloads allow. Also advises the Environmental Enforcement Department and prosecutes environmental criminal cases. Work involves doing intake for the positions caseload from various agencies, directing and planning legal activities, the preparation of legal documents, conducting hearings and trials, interpreting laws and regulations, and rendering legal advice and counsel. The position also requires that the attorney be available to assist other prosecutors in meeting any additional prosecutorial demands made upon the office. Must maintain the confidentiality of the department at all times.

SUPERVISION RECEIVED AND EXERCISED

The position receives supervision from the Bastrop County Criminal District Attorney or his Misdemeanor Chief and works under minimal supervision, with considerable latitude for the use of initiative and independent judgment.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Is primarily responsible for prosecuting all Class C misdemeanors in the Justice of the Peace courts and assisting with protective orders and Class A and B misdemeanors as requested based upon experience and caseloads. Acts as the liaison with the Environmental Department and advises them on legal matters and prosecutes environmental criminal cases.
2. Performs legal research; subpoenas witnesses; negotiates pleas.
3. Makes themselves available to discuss resolution of pending cases with defense counsel.
4. Prepares legal opinions, appellate briefs, petitions and other legal instruments as necessary.
5. Prepare cases for trial and in represents the State in matters as appropriate.
6. Conducts pre-trial evidentiary hearings.
7. Advises law enforcement officers on legal matters and on the interpretation and application of State laws and regulations.
8. Does case intake and reviews written offense reports for alleged violations of the law from various agencies for position specific offenses.
9. Prepares unresolved cases for trial.

10. Maintains a high level of organization while performing job related duties.
11. Performs related legal work as assigned.

OTHER FUNCTIONS: Performs other job related duties as directed by supervisor(s).

NOTE: The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor is all duties listed necessarily performed by any one employee so classified.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Applicable laws as related to the performance of duties;
- Legal ethics and its application to the practice of criminal law
- Legal principles, practices and procedures of civil, criminal, and constitutional law;
- Duties, powers, limitations and authority of County and State Government;
- A variety of legal terminology specific to the prosecution of crime;
- Advising law enforcement officers and officials;
- Correct use of the English language, spelling, grammar and punctuation;
- Standard office policies, procedures, and computer proficiency;
- Bastrop County policies and procedures;

Ability to:

- Effectively communicate.
- Work well with others and demonstrate good interpersonal skills
- De-escalate confrontational situations
- Organize, interpret and apply legal principles;
- Effectively apply legal knowledge and principles in court;
- Present statements of law, fact and argument clearly and logically;
- Prepare and present difficult cases in court;
- Properly interpret, understand and make decisions in accordance with laws, regulations and policies;
- Gain cooperation through discussion and persuasion;
- Conduct business with the public in a professional, courteous manner;
- Function independently, exercise good judgment, manage multiple projects, and meet deadlines;
- Establish and maintain effective working relationships with those contacted in the course of the job;
- Effectively speak in public;
- Operate computer and other office equipment required to perform essential job functions;
- Work independently in the absence of supervision;
- Work irregular working hours;
- Handle exposure to potentially hostile individuals;
- Understand and follow verbal and written instructions;
- Communicate clearly and concisely, both verbally and in writing.
- Effectively prepare and use power-point technology

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintain effective audio-visual discrimination and perception needed for:

Making observations, reading and writing, defending cases, operating assigned equipment, and communicating with others;

Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

Walking, sitting, or standing for long periods of time; Lifting and carrying materials weighing up to 25 pounds such as files or stacks of records; Occasional Climbing, Stooping, Crawling, Squatting, &/or Kneeling; Operating a motor vehicle.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and Responsibilities, which includes:

The general practice of Law

Researching legal matters;

Interpreting legal terminology;

Effective interaction and communication with others;

Prepare clear and concise reports;

Making sound decisions in a manner consistent with the essential job functions.

EXPERIENCE, EDUCATION, and LICENSING:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Licensed Attorney with some criminal trial experience preferred; Bi-Lingual (English/Spanish) preferred

Education:

Graduation from an accredited law school with a Juris Doctor (J.D.) degree.

Licensing:

Licensed to practice law in the State of Texas; Valid Texas driver's license.

SELECTION GUIDELINES:

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

***** This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol.**

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is a contract for employment.