

WICHITA COUNTY

Job Announcement



Posting Number: 2019-001

POSITION: Assistant District Attorney – Appellate Attorney

LOCATION: Criminal District Attorney’s Office
Wichita County Courthouse

SUPERVISOR: Criminal District Attorney / First Assistant District Attorney

HOURS: 8:00 a.m. – 5:00 p.m., Monday – Friday (Additional hours may be required)

SALARY: Up to \$80,859.04 Annually (Depending Upon Qualifications)

POSTING DATE: January 10, 2019

CLOSING DATE: Open Until Filled

► **GENERAL DESCRIPTION:**

The attorney will handle all aspects of direct appeals and pre & post-conviction writs.

► **ESSENTIAL DUTIES:**

- Researches and drafts appellate briefs and petitions for discretionary review.
- Represents the office in oral arguments, as granted, on appeals and petitions for discretionary review.
- Handles interlocutory State’s appeals on suppression issues.
- Responds to all pre and post-convictions writs of habeas corpus.
- Provides aid and research to attorneys in trial, including assisting in the charging conference.
- Drafts writs of mandamus.
- Performs all other duties as required.

► **MINIMUM REQUIREMENTS / QUALIFICATIONS:**

- Must be a graduate of an A.B.A. accredited law school.
- Must have a license to practice law in the State of Texas and be in good standing with the State and local bar associations.
- Five years of appellate experience preferred.
- Must have proven track-record of drafting and arguing appeals.

- Must be able to conduct self in a professional manner and develop and maintain good working relationships with visitors, clients, co-workers, attorneys, judges and County officials.
- Must pass a pre-employment physical exam and drug test paid by Wichita County.
- Must be able to pass a thorough background investigation conducted by Wichita County.

► **CONDITIONS OF EMPLOYMENT:**

- Must be able to occasionally lift and move loads weighing up to fifty (50) pounds.
- The Criminal District Attorney's Office is a non-smoking environment.
- **START DATE:** Interviews will be conducted as applications are received.

► **APPLY TO:**

To be considered for employment, please complete the Employment Application found on the Wichita County Human Resources website at http://www.co.wichita.tx.us/Human_Resources/. Please submit your completed Wichita County Employment Application, cover letter, resume, transcript and writing sample to:

Office of the Criminal District Attorney
Wichita County, Texas
ATTN: LaDonna Bedford
900 7th Street, Suite 352
Wichita Falls, Texas 76301
Or email to: LaDonna.Bedford@co.wichita.tx.us

EQUAL OPPORTUNITY EMPLOYER: It is the policy of Wichita County to recruit, hire, train, and promote persons in all job categories without regard to race, color, national origin, religion, sex, age, or disability. It is the policy of Wichita County to consider qualified individuals according to ADA standards. If notified in advance, requested accommodations will be considered. Final reasonable accommodations will be determined in accordance with ADA standards by departments after appropriate consultation. Rejected accommodations will be documented and retained on file.

TEXAS RELAY: TDD 1-800-735-2989, VOICE 1-800-735-2988. For candidates requesting Braille, Mobility requests, etc., please call (940) 766-8108. HR/ADA Compliance Office, Wichita County Courthouse, 900 7th Street, Room 132, Wichita Falls, TX 76301.

AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

I have applied for employment with the Wichita County Criminal District Attorney’s Office. It is my desire that they be informed as to my previous record and character in determining my qualifications and suitability for a position in that office. For this specific reason, I authorize the release and full disclosure of any and all information that you may have concerning me, including information of a confidential or privilege nature to a duly authorized agent of the Wichita County Criminal District Attorney’s Office.

The following are examples of the type of information being requested:

Criminal arrest records	Officer’s notebook notations	Traffic citations
Court records/reports	Performance evaluations	Polygraph results
Traffic accident reports/records	Detentions, field citations	Jail and custody information
Disciplinary reports	Probation/parole reports/records	Other reports or records
Booking information	District Attorney records	Field interviews
Employment records	Credit history	Laboratory reports/results

I authorize the Wichita County Criminal District Attorney’s Office to read, review, or photocopy any documents to allow them to assess my suitability as an employee of the office.

I also understand that if my background investigation for this position should uncover information that I have, or am suspected of having, or have been engaged in illegal activities, the information will likely bar me from further consideration for this position and the information will be handed over to the appropriate law enforcement agency that has jurisdiction over investigating the illegal activity.

This waiver is valid for a period of twelve (12) months from the date of my signature. A photocopy of this notarized waiver is to be considered as valid as an original waiver even though it does not contain an original signature.

I hereby release you, your organization, and others from liability or damage which may result from furnishing the information requested.

Print Name

Social Security Number

Date of Birth

Signature (MUST be notarized)

Date

This instrument was acknowledged before me on _____ by _____.
(Date) (Name of person acknowledging)

Notary Public

Printed Name

My Commission Expires

