

WICHITA COUNTY

Job Announcement



Job Posting Number: 2018-017

POSITION: Assistant District Attorney – Civil Division

LOCATION: Criminal District Attorney's Office
Wichita County Courthouse

SUPERVISOR: Criminal District Attorney / Civil Chief

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

SALARY: \$61,886.00 Annually, plus benefits

POSTING DATE: June 7, 2018

CLOSING DATE: June 21, 2018 or Open Until Filled

► **GENERAL DESCRIPTION:**

Serves as an Assistant District Attorney in Wichita County's Criminal District Attorney's Office – Civil Division.

► **ESSENTIAL DUTIES:**

- Litigate expunctions and non-disclosures.
- Assist County offices with public information requests.
- Review and approve mental health commitments, appear for hearings, and draft appellate briefs.
- Prepare pleadings and appear for hearings in bond forfeiture matters.
- Assist, when needed, with child protective court hearings.
- Must be organized and pay close attention to detail.
- Interacts routinely with opposing counsel; judges; agency clients, witnesses, medical professionals, community professionals, and expert witnesses; elected officials; law enforcement; and the general public.
- Maintains assigned cases, supervises secretaries in preparation of paperwork, checks all pleadings for accuracy, makes timely issue of applications for subpoenas and prepares and files motions promptly and accurately.
- Perform other general civil legal work and special tasks as assigned.

- Comply with and enforce the rules, regulations and policies of the Criminal District Attorney's office and the oral and written directives of his/her supervisors, and the Texas Code of Professional Responsibility.

► **MINIMUM REQUIREMENTS:**

- 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 in good standing with the State and local bar associations. (Applications from candidates who sat for the February 2018 bar exam will be accepted.)
- Must have knowledge of the principals and methods of legal research.
- Must have the ability to analyze facts and case precedents and present them effectively in court.
- 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 for by Wichita County.
- Must be able to pass a thorough background investigation conducted by Wichita County.

► **CONDITIONS OF EMPLOYMENT:**

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

► **APPLY TO:**

- **To be considered for employment, please submit your completed Wichita County Employment Application, cover letter and resume to:**

**Office of the Criminal District Attorney
Wichita County Texas
ATTN: Holly Lane
900 7th Street, Suite 352
Wichita Falls, Texas 76301
Or email to: holly.lane@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/ADAAA Compliance Office, Wichita County Courthouse, 900 7th Street, Room 132, Wichita Falls, Texas 76301.

