

# WICHITA COUNTY

## *Job Announcement*



Posting Number: 2017-009

**POSITION:** Assistant District Attorney – CPS/Civil

**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 (Overtime may be required.)

**SALARY:** \$60,776.82 Annually, Plus Benefits

**POSTING DATE:** September 8, 2017

**CLOSING DATE:** September 22, 2017 or Until Filled

► **GENERAL DESCRIPTION:**

Serves as an Assistant District Attorney in the Wichita County Criminal District Attorney’s Office – handling Child Protective Services (CPS), Adult Protective Services (APS), and mental health cases and other civil duties as assigned.

► **ESSENTIAL DUTIES:**

- Provides direct representation in court in legal cases for both Child Protective Services and to a lesser degree Adult Protective Services before the CPS Associate Court, County Courts at Law and District Courts, including hearings, mediations, bench trials, and jury trials.
- Provides expertise, guidance and instruction in family law, civil litigation, probate law, guardianship law, elder law and agency policy.
- Monitors the progress of all CPS/APS court cases as assigned and takes appropriate measures.
- Drafts all pleadings and orders in a high-volume case load to ensure the timely and appropriate resolution of those cases from removal to termination.
- Complies with all deadlines imposed by statutes or the courts.
- Interacts routinely with caseworkers, supervisors, program directors and program administrators; agency attorneys, county and district attorneys, and opposing counsel; judges; agency clients, witnesses, medical professionals, community professionals, and expert witnesses; protective services clients; elected officials; law enforcement; and the general public.
- Review and approve pleadings, attend hearings, and draft appellate briefs in mental health cases.
- Respond to request for public information in compliance with the Public Information Act.

- 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.
- Complies with and enforces the rules, regulations and policies of the Criminal District Attorney's Office, the oral and written directives of his/her supervisors and the Texas Code of Professional Responsibility.
- Is of extremely high integrity, professional demeanor and demonstrates proper respect to the court at all times.
- Performs all other duties as assigned.

► **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.
- Must have a basic knowledge of civil law, procedure and civil rules of evidence.
- 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 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/or move loads weighing up to fifty (50) pounds.
- The Criminal District Attorney's Office is a non-smoking environment.
- 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, resume, transcript and writing sample to:

**Office of the Criminal District Attorney  
Wichita County, Texas  
ATTN: Holly Lane  
900 7<sup>th</sup> Street, Suite 352  
Wichita Falls, Texas 76301  
E-mail: [holly.lane@co.wichita.tx.us](mailto: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 (800) 735-2989, VOICE (800) 735-2988. For candidates requesting Braille, Mobility requests, etc., please call (940) 766-8108. HR/ADAAA Compliance Office, Wichita County Courthouse, 900 7<sup>th</sup> Street, Room 132, Wichita Falls, Texas 76301.



DISTRICT ATTORNEY'S OFFICE
WICHITA COUNTY, TEXAS



Wichita County Courthouse 900 Seventh Street
Wichita Falls, Texas 76301-2482
Telephone: (940) 766-8113 Fax: (940) 766-8177

MAUREEN SHELTON
Wichita County
Criminal District Attorney

MEREDITH KENNEDY
Assistant District Attorney
Civil Chief

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
Court records/reports
Traffic accident reports/records
Disciplinary reports
Booking information
Employment records
Officer's notebook notations
Performance evaluations
Detentions, field citations
Probation/parole reports/records
District Attorney records
Credit history
Traffic citations
Polygraph results
Jail and custody information
Other reports or records
Field interviews
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 (Date) by (Name of person acknowledging).

Notary Public

Printed Name My Commission Expires