

WICHITA COUNTY

Job Announcement



Job Posting Number: 2017-008

POSITION: Assistant District Attorney – Felony

LOCATION: Criminal District Attorney’s Office
Wichita County Courthouse

SUPERVISORS: Criminal District Attorney/First Assistant District Attorney/
District Court Chief

HOURS: 8:30 a.m. – 5:00 p.m., Monday – Friday
(Additional hours may be required.)

SALARY: \$59, 385.71 Annually (Plus County Benefits)

POSTING DATE: July 19, 2017

CLOSING DATE: August 2, 2017 or Open Until Filled

► **GENERAL DESCRIPTION:**

Serves as Assistant District Attorney – Felony in the Wichita County Criminal District Attorney’s Office.

► **ESSENTIAL DUTIES:**

- Reviews and processes the case packet for each criminal case filed by a police agency and initiates prosecution where appropriate.
- Attends docket calls, conducts plea bargain negotiations, is well prepared on assigned cases, makes decisions promptly and keeps abreast of the law.
- Must be of extremely high integrity and have a professional demeanor.
- Demonstrates proper respect to the court at all times.
- Reviews assigned cases, supervises secretaries in preparation of paperwork, checks all pleadings for accuracy, and makes timely issue of applications for subpoenas. Prepares and files motions promptly and accurately.
- Must be available for consultations with court personnel, victims, witnesses, defendants, defense attorneys and other criminal justice personnel.
- Is responsible for all cases in his/her charge including the security of the file.
- Upon the disposition of each case, properly completes the case file to show such disposition.
- Prepares cases for jury or bench trials including pretrial motions, orders, interviewing witnesses, preparing trial notebooks and jury charges.
- Competently tries cases before a jury or a judge.

- Properly completes all papers including statements of fact for defendants sentenced to the Texas Department of Criminal Justice system.
- Complies with the enforcement of the rules, regulations and policies of the District Attorney's Office and the oral and written directives of his/her supervisors and the Texas Code of Professional Responsibility.
- Performs all other job-related duties as assigned.

► **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 be in good standing with the State and local bar associations.
- Must have a minimum of one year experience in prosecution.
- Must have a basic knowledge of criminal law, procedure and criminal rules of evidence.
- Must be of extremely high integrity and professional demeanor.
- Must have knowledge of the principles 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.
- Must be able to occasionally lift and move loads weighing up to fifty (50) pounds.

► **CONDITIONS OF EMPLOYMENT:**

- Regular attendance and punctuality are mandatory.
- Must be dependable and of good moral character.
- Wichita County and the Criminal District Attorney's Office is a non-smoking environment.

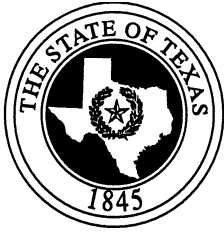
► **APPLY TO:**

- **To be considered for employment, interested candidates must submit a 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 7th Street, Suite 351
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.



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