

Liberty County District Attorney's Office

Job Title:	Assistant District Attorney	Job Category:	Prosecutor
Department/Group:	District Attorney's Office	Job Code/ Req#:	
Location:	Liberty, Texas	Travel Required:	No
Level/Salary Range:	Up to \$92,318/Year	Position Type:	Full time
HR Contact:	Debbie Dean	Date posted:	
Will Train Applicant(s):	Yes	Posting Expires:	
External posting URL:			
Internal posting URL:			
APPLICATION PROCESS			
ORIGINAL APPLICATIONS Mail or In Person: Liberty County Treasurer's Office – HR Department ATTN: DEBBIE DEAN 1901 Cos Street Liberty, Texas 77575		AND: Copy of Application , letter of interest, a detailed resume, and a writing sample ATTN: Kim Meadows kim.meadows@co.liberty.tx.us or 1923 Sam Houston, Suite 112 Liberty, Texas 77575. (936) 336-4613	
Job Description			
<p>Role and Responsibilities</p> <ul style="list-style-type: none"> • All aspects of felony prosecution, including case screening/intake, all aspects of trial preparation, 1st chair representation of the State in pretrial and trial proceedings, both bench and jury trials in District Courts; • Preparation for and presentation of felony cases to grand jury; • Working with judges, court staff, law enforcement officers, defense attorneys, victims, witnesses and office staff in the preparation and prosecution of felony cases; • Performance of all legal research necessary to effectively represent the State of Texas in felony criminal cases; • Proficient in Westlaw and/or LexisNexis; • Possess superior communications skills; • Ability to manage a large docket of active felony cases and be able to consistently satisfy deadlines in the face of competing time demands. Candidates must be able to demonstrate these skills and perform these functions with minimal direction from supervisory attorneys. Dealing with co-workers, staff, and any other individuals or agencies mentioned above in a professional and courteous manner is an essential function of this position. Preparation of appellate briefs and other written documents required in connection with the appeals of felony criminal cases; • Advising law enforcement officers on issues of criminal law and criminal procedure; • Interacting, communicating, and dealing with the public in an effective and efficient manner with regard to felony criminal matters; • Interacting, communicating, and dealing with other governmental agencies regarding felony criminal matters; • Processing and responding to public information act requests; • Preparing responses to applications for writs of habeas corpus; • Other duties as assigned by the District Attorney and/or the First Assistant District Attorney. <p>Qualifications and Education Requirements</p> <ul style="list-style-type: none"> • Licensed to practice law in the State of Texas • Juris doctorate or equivalent degree from an accredited law school. • Must be in good standing with the State Bar of Texas. 			

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Preferred Skills

- Spanish Speaking

General Information

- An extensive background investigation of each applicant, including a complete review of any and all criminal history information, will be conducted. A satisfactory drug test will be required as a condition of employment.
- The salary will depend upon the experience of the applicant. However, the potential salary is extremely competitive for counties of similar size. State bar dues, continuing legal education expenses, and membership in TDCAA for the selected candidate will be paid by the Liberty County District Attorney's Office.
- In summary, it should be noted that the attorney who is able to fill this position will be a front line, first chair felony prosecutor who will be expected to immediately take on and effectively handle a full felony caseload.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	