

WICHITA COUNTY

Job Announcement



Job Posting 2019-027

- POSITION:** Assistant District Attorney – Civil Division
- LOCATION:** Criminal District Attorney’s Office
Wichita County Courthouse
- SUPERVISOR:** Criminal District Attorney / Civil Chief
- HOURS:** 8:30 a.m. – 5:00 p.m., Monday – Friday (additional time may be required)
- SALARY:** \$62,886 per year, plus benefits

POSTING DATE: October, 2019

CLOSING DATE: 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, non-disclosures, bond forfeitures, asset seizures, and various other litigation against or on behalf of the County and its officials.
- Assist County offices with public information requests.
- Review and approve mental health commitments, appear for hearings, and draft appellate briefs.
- Assist, when needed, with child protective court hearings.
- Review and assist elected officials with negotiation of contracts.
- Assist elected officials and department head with employment issues, including unemployment hearings.
- Provide research and legal advice to elected officials on various issues related to county government.
- 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 / 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 in good standing with the State and local bar associations. (Applications from candidates who sat for the July 2019 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 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 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: Margie Boone
900 7th Street, Suite 352
Wichita Falls, Texas 76301**

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.

The Immigration Reform and Control Act of 1986 requires all persons to whom a job offer is extended to provide proof of identity and eligibility to work in the U.S. before employment processing is completed. Passing a pre-employment urinalysis drug screen is required.

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, Room 133, Wichita County Courthouse, 900 7th Street, Wichita Falls, Texas 76301.