

Assistant District Attorney

286th Judicial District, Hockley and Cochran Counties with the primary office in Levelland, Texas

Job Title: Assistant District Attorney

Major duties include:

- Reviewing offense reports and witness statements, determining if evidence warrants criminal charges, and preparing charging instruments
- Discussing resolution of pending cases with opposing counsel
- Performing other duties as assigned by the District Attorney

Skills Required:

- Strong work ethic and commitment to ethical prosecution
- Ability to manage a large docket as well as effectively correspond with law enforcement, attorneys, witnesses, and crime victims
- Strong litigation and trial skills
- Knowledge of the general principles of criminal case administration and methods of criminal justice practice
- Skill in reviewing and interpreting complex legal issues
- Skill in screening and preparing cases for presentation to a grand jury
- Skill in establishing and maintaining effective working relationships with supervisors, co-workers, other law enforcement agencies, and the public
- Possesses strong verbal and written communication skills
- Proficient in Microsoft programs

Education & Experience: Juris Doctorate from an accredited law school. Applicant must be currently licensed in the State of Texas and be in good standing with the State Bar of Texas.

Salary: Estimated \$66,414.54 with a full benefits package in the approximate amount of \$29,500

HOCKLEY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, CREED, COLOR, NATIONAL ORIGIN, GENDER, RELIGION, OR DISABILITY.

If interested, please email a resume to aoverman@hockleycounty.org

