

Assistant 286th Judicial District Attorney:

Hockley County and Cochran County; Primary office in Levelland, Texas

Essential Duties and Responsibilities: Include the following:

- Screens and reviews felony cases, including complex or sensitive cases, to determine the legal and factual sufficiency of the case and directs the gathering of additional information.
- Draft charging instruments and complete intake on felony cases.
- Confers with District Attorney, defense attorneys, investigators, law enforcement officials, probation authorities, victims, witnesses and other parties concerning cases.
- Reads briefs and records of trials, legal analysis and legal research to keep abreast of law in relevant areas.
- Conducts investigations and negotiations to determine recommendations for court action.
- Prepares and tries felony cases in District Court.
- Researches and briefs areas of the law specifically related to cases and to any potential appeal. Negotiates with defense attorneys and confers with victims regarding pleas.
- Assures the issuance or creation of related legal documents including subpoenas, motions, writs, warrants, and other related documents.
- Responds to correspondence from persons making inquiry to or requesting information from the department.
- Assists clerical and legal secretarial staff, victim assistance coordinators, and investigators as needed.
- Utilizes the computer to process, retrieve, and disseminate information.
- Interviews witnesses and victims and prepares them for trial. May write appellate briefs. Performs such other duties as may be assigned.

Supervisory Responsibilities:

- Assigns and reviews work of Legal Secretaries and Paralegals.
- Carries out supervisory responsibilities in accordance with county policies and applicable laws.
- Training employees; planning, assigning, and directing work; and resolving problems.

Education: J.D. or L.L.B. degree from an accredited law school and preferably three years of work experience as an attorney, preferably criminal.

Certificates, Licenses, Registrations: License from the Texas State Bar to practice law in the State of Texas.

Other Skills and Abilities:

- Must be extremely familiar with the Texas Penal Code, Rules of Evidence, and Code of Criminal Procedure.
- Must know legal elements of all felonies from capital murder to theft.
- Thorough knowledge of all judicial principles and of criminal law and procedure as well as constitutional and statutory law.
- Ability to analyze and appraise facts, procedures and legal precedents affecting complex court cases.

- Ability to present facts and precedents effectively in court and in writing.
- Familiarity with general investigative techniques.
- Ability to conduct complex legal research and to effective negotiating skills.
- Organizational skills which enable employee to handle large caseload in an efficient manner.
- Ability to establish and maintain effective working relationships with other county employees and officials, court personnel, other attorneys and the general public.

Salary: Estimated \$69,735.00 with a full benefits package in the approximate amount of \$30,000.00

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

Applications May Be Filed Online At: jnewsom@hockleycounty.org