

## **Job Description: COUNTY ATTORNEY**

**CLASS NO.** 1001

**EEOC CATEGORY:** Professionals

**PAY GROUP:** Unclassified

**FLSA:** Exempt

### **SUMMARY OF POSITION**

The County Attorney is the chief legal advisor to the county, and the County Attorney's office handles all county requests for legal opinions from the Attorney General's office. The duties of the County and District Attorney may coincide, but the County Attorney only handles criminal misdemeanor cases well as civil suits affecting the county, suits affecting the payment of taxes and eminent domain, and other matters such as child support cases, revocation of probation, bond forfeitures, and commitment proceedings.

### **EXAMPLES OF WORK**

#### **Essential Duties\***

In accordance with the budget authorized by the Commissioners Court, appoints staff necessary to carry out statutory functions;

Serves as chief legal advisor for the county;

Handles all requests for legal opinions from the Attorney General's office on behalf of the county;

Prosecutes criminal misdemeanor cases and handles civil suits affecting the county;

Represents the county in suits affecting the payment of taxes and eminent domain;

Maintains proper records of official acts and of fees, deposits, and trust funds handled by the County Attorney's office;

Represents county officials and employees in suits affecting official duties and suits concerning workers' compensation benefits; and

Perform other duties as specified by law.

### **QUALIFICATION REQUIREMENTS**

Must be a practicing attorney; must be a citizen of the United States and have lived in the State of Texas for a period of 12 months before the date of any primary, general, or special election, and have lived for six months before such election in Chambers County.

### **TERM OF OFFICE**

The County Attorney is elected to a four-year term.

\*for the purpose of compliance with the Americans with Disabilities Act (ADA)

This job description does not take into account potential reasonable accommodations.

8/2012

Chambers County