

Job Description: ASSISTANT COUNTY ATTORNEY
(COUNTY ATTORNEY)

CLASS NO. 1004

EEOC CATEGORY: Professional

PAY GROUP: 26

FLSA: Exempt

SUMMARY OF POSITION

Assist the County Attorney with all aspects of legal duties related to the office, including civil, criminal, and juvenile law.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: County Attorney
2. Directs: Administrative Assistant, Secretary II
3. Other: Daily contact with Law Enforcement, county officials, and the general public.

EXAMPLES OF WORK

Essential Duties*

Handle all issues raised and aspects of court at the Justice of the Peace level, to include:

- Coordination with JP Courts in scheduling dockets (announcement, plea & trail);
- Evaluation of JP cases for plea, dismissal, or trial;
- Providing plea offers for defendants and/or their attorneys;
- Investigation into specific defendants/cases as time and resources permit;
- Prosecution in contested criminal hearings and trials;
- Representing the County in contested civil hearings closely related to criminal offenses
 - o (ex: seizure of animals in Animal Cruelty cases, public nuisances, etc.)

Assist the County Attorney with all aspects of misdemeanor cases in County Court, to include:

- Evaluation of misdemeanor cases to be filed in county court (Intake);
- Management of non-trial Court Dockets;
- Evaluate and negotiate pleas with defendants and/or their attorneys for the offense charged;
- Investigation into specific defendant/cases as time and resources permit;
- Prosecution in contested criminal hearings and trials.

Assist the County Attorney with all aspects related to Juvenile cases in County Court, to include:

- Evaluation of Juvenile cases to be filed in County Court (Intake);
- Management of non-trial Court Dockets;
- Providing plea offers for attorneys;
- Investigation into specific defendants/cases as time and resources permit;

*For the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
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Other Important Duties*

Prosecution in contested Juvenile hearings and trials.

Evaluate, initiate and administer a system for Bond Forfeitures at the County Court;

Draft and file necessary pleadings, motions and charges at all levels of Court;

Review, consider and contest (as needed) Petitions for an Occupational Driver's License in JP, County, and District Courts;

Review, consider and contest (as needed) Petitions for Non-Disclosure;

Conduct legal research related to any issue described above, for clarification and /or contested hearings;

Maintain professional relationships with Law Enforcement, courthouse staff, attorneys, and the general public.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: basic criminal law, including procedure and criminal rules of evidence.

Skill/Ability to: perform all of the essential duties as listed above, and establish/maintain effective working relationships with co-workers, judges, members of law enforcement agencies, members of various county and state agencies or offices, attorneys, and the general public.

ACCEPTABLE TRAINING AND EXPERIENCE

Any combination of experience and training which provides the required knowledge, skills and abilities to perform the essential duties.

CERTIFICATES AND LICENSES REQUIRED

Graduate certificate or diploma from an A.B.A. accredited law school.

Current license to practice law in the State of Texas and be in good standing with the State Bar.