

Job Description: DISTRICT ATTORNEY

CLASS NO. 1101

EEOC CATEGORY: Officials and Administrators

PAY GROUP: Unclassified

FLSA: Exempt

SUMMARY OF POSITION

The District Attorney is primarily an attorney for the state who prosecutes felony cases in the District Courts. The District Attorney performs management and oversight functions for and works to improve the criminal justice system.

EXAMPLES OF WORK

Essential Duties*

Plans for the future services and budgetary needs of the department;

Manages the personnel, equipment, facilities, and finances of the department;

Ensures the planning, development, and implementation of office policies and procedures;

Monitors the progress and disposition of individual cases to ensure that statutory deadline requirements are met;

Maintains liaison with members of the commissioners courts in the counties served;

Maintains close liaison with other public and private agencies, organizations, and individuals whose functions relate to or have an impact on the criminal justice system;

Litigates felony criminal cases in the counties to which assigned;

Determines whether to accept or decline prosecution based upon the evidence presented or obtained;

Prepares and submits appellate briefs in a timely manner;

Presents oral arguments before the appellate courts;

Interviews complainants and witnesses;

Drafts search and arrest warrants, charging instruments, trial and pretrial motions and jury charges;

Acts as legal advisor to outside law enforcement agencies;

Makes presentations to the Grand Jury as needed;

*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

CLASS NO. 1101 (Continued)

Reviews and evaluates witness statements, case reports, and financial documents;
Conducts legal research;

Maintains and supervises the maintenance of case files, statistics, and evidence; and

Perform other duties as specified by law.

QUALIFICATION REQUIREMENTS

A candidate for District Attorney must be a qualified voter and licensed 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 District Attorney is elected from a judicial district for a four-year term.