

## **JOB DESCRIPTION**

### **ASSISTANT COUNTY ATTORNEY**

Exempt

#### **JOB SUMMARY:**

Responsible for prosecuting misdemeanor cases and representing the Department of Family and Protective Services in all Child Protective Cases. The main responsibility is to provide legal representation for the Texas Department of Family & Protective Services when legal intervention is required due to child abuse and/or neglect. Will draft written documents and prepare cases as needed for the court.

#### **ESSENTIAL JOB FUNCTIONS:**

- Gathers information regarding legal matters presented to the Court (e.g., motions, petitions, briefs, pleadings, removal orders, etc.) by reviewing case files, exhibits, and other documents and conferring as needed with opposing counsel, Court Appointed Special Advocates (CASA) and the Court personnel
- Identifies, researches, and analyzes legal issues; reviews legal authority cited by litigants; conducts self-directed independent research as may be needed to further clarify issues and arrive at sound conclusions
- Appears in court to select juries, present and cross-examine evidence, make legal arguments, and act as an advocate for the State of Texas
- Identifies, locates, and prepares witnesses to present testimony effectively in court
- Makes decisions and counsels with clients, victims, or police concerning proceedings in court
- Prepares comprehensive memoranda detailing relevant legal and factual issues, addressing the strengths and weaknesses of the arguments presented, and recommending judicial action
- Drafts of legal instruments and documents
- Negotiates with others to settle litigation or other contested matters or to assist in solving problems
- Develop knowledge, skill, and expertise in applicable areas of law to keep pace with current developments
- Regular attendance and timeliness is required

**LIMITATIONS AND DISCLAIMER:** The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

#### **EDUCATION:**

##### ***Required:***

- Applicant must be a Law school graduate, licensed by the State Bar of Texas and in good standing

#### **SKILLS - EXPERIENCE:**

##### ***Required:***

- 2 years' experience in any combination of the following: family law, probate law, civil or criminal litigation
- Good working knowledge and understanding of and ability to apply the applicable laws, procedures, case holdings, and departmental policies is essential
- Ability to work efficiently and effectively in high-pressure situations
- Possesses analytical ability, is diplomatic and tactful, and uses good judgment and common sense

- Proficient verbal and written skills to communicate information and directions to courts, attorneys, investigators, police agencies, and citizens
- General knowledge of basic hardware and software and uses of a variety of different computer operating systems such as Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Possess a thorough understanding of the importance of confidentiality
- Exceptional skill in establishing and maintaining effective working relationships with County staff, attorneys, investigators, police agencies, and citizens

***Preferred:***

- Microsoft Office Word, Excel, Outlook

**MINIMUM REQUIREMENTS:**

Juris Doctorate (JD) degree and license to practice law in the State of Texas. Must be a member in good standing of the State Bar of Texas. Prior experience in the relevant areas of law is required. Knowledge of all applicable laws and procedures is essential. Ability to work efficiently and effectively in high-pressure situations and ability to communicate effectively. Excellent, advanced oral and written communication and presentation skills evidenced by senior level courtroom pleading/arguing skills. Must possess advanced senior professional level of analytical ability and be professionally polished/versed in the art of being diplomatic and tactful in addition to the use of good judgment and common sense. Must possess necessary writing skills at a well-advanced and professionally creative level to communicate information and directions to attorneys, detectives, police agencies and citizens. Must have solid, up to date working knowledge and understanding of penal statutes, family code, and code of criminal procedures as well as full comprehension of case holdings and departmental policies. Must be computer literate

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

While performing the duties of this position, the attorney is regularly required to walk, sit, stand, bend, stoop, grasp, lift, reach, pull and push.

**OTHER REQUIREMENTS:**

Regular attendance is essential. Must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Must have the ability to work well with others. Incumbent must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others. Requested accommodations to work hours and schedules are considered on an individual basis.

**DECISION MAKING:**

This attorney constantly exercises substantial professional discretion and independence under general supervision of the Elected County Attorney. The attorney should expect to provide input into certain policy-making decisions, although the position carries no policy making power.

**CONTACTS:**

Interacts with other departmental supervisors and peers, other County agencies and staff, outside state agencies, witnesses, clients, judges, and opposing counsel.