



COUNTY OF ATASCOSA

JOB DESCRIPTION

Assistant County Attorney - Criminal Misdemeanor Intake & Justice Court

CLASSIFICATION: FLSA-This position is a full-time, salary exempt (40 hours per work period) May require working more than 40 hours per week. Classified as Full-Time Emergency and Essential. EEOC category: Professional.

PAY RANGE: up to \$95,000 annual salary of county-funded base salary combined with S.B.22 supplemental grant funding based on qualifications and experience. **The position is available until it is filled.**

DESCRIPTION OF POSITION:

The Assistant County Attorney provides legal representation for Atascosa County in the intake and prosecution of county court misdemeanor cases, and all prosecution of cases in the Justice Courts to include Education Code cases and violations of county regulations.

ESSENTIAL DUTIES / FUNCTIONS:

Essential duties/functions, under the supervision of the County Attorney, may include but are not limited to the following:

- Review offense reports to determine whether the facts as alleged amount to violation of law, and if so, the proper charges to be filed. Evaluate available evidence and determine if there is sufficient credible evidence to prove the commission of the offense beyond a reasonable doubt. If it is determined that evidence is adequate, with assistance of staff, prepare and file the proper charges in the court with jurisdiction. If it is determined that evidence is insufficient, work with the appropriate law enforcement agency to assemble evidence, or with concurrence of the County Attorney, dismiss the case or file charges for a lesser included offense as appropriate.
- Attend court sessions for pre-trial hearings and trials, assisting the County Attorney as required and directed. Communicate with defense attorneys to schedule hearings and trials and assist the County Attorney in negotiations with defense attorneys to achieve a satisfactory resolution of assigned cases.
- Prosecute traffic offenses and other class C misdemeanors and Education Code violations in Justice Courts.
- Work with and meet with law enforcement officers, witnesses, and others to review case files, evaluate, and assemble evidence, and prepare for hearings and trials.
- Read, research, and interpret applicable law to assist in determining strategies and evaluating probable outcomes of cases.
- Assist the County Attorney in preparing cases appeals, motions, briefs, discovery compliance and other related court documents.
- Opportunity to progress into prosecution of Class A and B misdemeanors and juvenile cases.
- Assist the County Attorney with other matters as assigned.

MINIMUM REQUIREMENTS / QUALIFICATIONS:

- Juris Doctor Degree
- Licensed to practice law in the State of Texas and in good standing
- Must consent to and pass criminal background check and drug screening
- No prior prosecution experience required.

SECURITY REQUIREMENT - Must be able to obtain and maintain a Texas Department of Public Safety (DPS) CJIS security clearance.

WORKING CONDITIONS and SCHEDULES (ESSENTIAL FUNCTIONS):

Location of this position is in the Atascosa County Annex which consists of a normal office environment with heat and air conditioning with an assigned office but in a multi-person work area.

Significant contact with the public, crime victims, witnesses, persons accused/convicted of crimes, opposing attorneys, law enforcement officers, community supervision and corrections officers, and other courthouse and county personnel, and partner agencies.

A flexible work schedule is an option, but normal work schedule is Monday through Friday, eight (8) hours per day, 40 hours per week. Duty hours will be generally be between 8:00 a.m. to 5:00 p.m. with an hour for lunch. Regular in person work attendance is essential. Occasional remote work may be available upon approval in advance by the County Attorney. Full Job Description provided if selected for interview.

APPLICATION INFORMATION

Resume will be accepted in lieu of an application form. Applications will have to be completed prior to interview and can be downloaded from the Atascosa County "Employment Opportunities" link select View Application <https://www.atascosacounty.texas.gov/page/atascosa.Jobs.Openings>

Please Return your resume, and letter of interest to:

Email: molly.solis@acao-tx.org

Mail: Atascosa County Attorney's Office, Attention: Molly Groesbeck Solis, 1405 Campbell Ave, Suite 103, Jourdanton, Texas 78026

Atascosa County is an Equal Opportunity Employer. A background check will be required of selected applicant. New or rehired potential employees will be required to provide documentary proof of their eligibility for employment.