



## COUNTY OF ATASCOSA

### JOB DESCRIPTION

#### ASSISTANT COUNTY ATTORNEY-CIVIL

**CLASSIFICATION:** FLSA-This position is a full-time, salary exempt (7-day work week Sunday–Saturday, 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 \$120,000 annual salary of a county-funded base salary with additional 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 - Civil provides legal representation for Atascosa County. The Atascosa County Attorney's Office is accepting applications for the assistant county attorney position assisting the County Attorney with civil and county government legal matters. This Assistant County Attorney position provides legal counsel to commissioner's court, elected officials and department heads, represents Atascosa County and the State of Texas in a variety of contested civil cases, and drafts and reviews policies, orders, and contracts.

#### ESSENTIAL DUTIES / FUNCTIONS:

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

- Advising County officials and staff
- Drafting and reviewing contracts, policies, and other documents
- Reviewing and advising on various County regulations, including regulations for subdivisions, platting, environmental, drainage, 911 addressing, and fire codes
- Exemption and nondisclosure cases
- Mass gatherings
- County employment matters
- Public Information Act requests
- Open Meetings Act compliance
- Environmental civil enforcement
- Attending Commissioners' Court meetings, if the County Attorney is unavailable as needed
- 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.

- Experience with government law in Texas
  - Experience in civil litigation
  - Strong attention to detail and time management skills
  - Strong verbal and written communication skills
  - Strong research skills
  - Strong interpersonal skills and ability to effectively engage with colleagues, elected officials and department heads, court staff, and the public
- **SECURITY REQUIREMENT** - Must be able to obtain and maintain a Texas Department of Public Safety (DPS) CJIS security clearance.
  - **PREFERRED QUALIFICATIONS:**
    - Minimum of two (2) years of experience as an assistant county or district attorney, city attorney, or other governmental attorney with experience in areas related to the job duties.
    - Bilingual

### **WORKING CONDITIONS and SCHEDULES (ESSENTIAL FUNCTIONS):**

County facilities, including vehicles, are smoke-free and alcohol-free working environments. 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.

The position requires daily and prolonged repetitive motor movements, such as but not limited to computer data entry and use of office equipment. The position also requires prolonged periods of sitting and standing. Regularly required stooping/bending and moving/lifting/pulling storage files and boxes. There will also be performance of light physical and intellectually stressful work in an office and/or courtroom environment in a mainly sedentary position.

Significant contact with the public, opposing attorneys, and other courthouse and county personnel, department heads and elected officials, 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. Employee must have regular attendance and arrive to work on time, prepared to perform assigned duties and work assigned schedule. Will be required to attend job related seminars, conferences, and/or training. Attendance could require out of town travel with/without overnight stay.

Must follow and comply with County Attorney's Office Policy and Procedures as well as applicable Atascosa County Personnel Handbook Policy and Procedures for all county employees.

### **APPLICATION INFORMATION**

No resume will be accepted in lieu of an application form. Applications can be downloaded from the Atascosa County "Employment Opportunities" link select View Application at:

<https://www.atascosacounty.texas.gov/page/atascosa.Jobs.Openings>

Please Return your completed application, resume and letter of interest to:

Email: [molly.solis@acao-tx.org](mailto: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.*