



COUNTY OF ATASCOSA

JOB DESCRIPTION

Assistant County Attorney

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 \$92,000 annual county-funded base salary with additional S.B.22 supplemental grant funding available depending on qualifications and experience. **The position is available January 1, 2025 until filled.**

DESCRIPTION OF POSITION:

The Assistant County Attorney provides legal representation for Atascosa County in the prosecution of misdemeanor cases and juvenile offenses, all criminal cases in the County Court, all prosecution in the Justice Courts to include Education Code cases and representing victims in protective order hearings.

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.
- Assist the County Attorney in trial of Class A and B misdemeanors, and juvenile misdemeanors and felonies, including working with the juvenile probation department. 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.
- Meet with victims of family violence, law enforcement and victim’s assistance personnel to review evidence, and determine if there is sufficient credible evidence to proceed with obtaining protective orders. With assistance of staff, prepare and file pleadings to request issuance of protective orders. As directed by the County Attorney, either assist in preparing for hearings and presenting evidence to obtain protective orders or prepare for hearings and present evidence to obtain protective orders.
- Read, research, and interpret applicable law to assist in determining strategies and evaluating probable outcomes of cases.

- Attends meetings and other organizational functions on behalf of the County Attorney's Office as directed by the County Attorney.
- Assist the County Attorney in preparing cases appeals, motions, briefs, discovery compliance and other related court documents.
- Assist the County Attorney as assigned with civil matters, commissioners court, government code, employment law, contracts, and other matters as assigned.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES (ESSENTIAL FUNCTIONS)

The ideal candidate will have knowledge of:

- Criminal law and procedures;
- County orders, policies, and procedures;
- Proficient in electronic legal research;
- Extremely high integrity, professional demeanor and demonstrates proper respect for the court at all times.
- Exercise judgment, decisiveness, and creativity required in uncertain, highly stressful situations.
- Read, understand, interpret, and apply information contained in statutes, court decisions, briefs, and opinions.
- Must have the ability to analyze facts and case precedents and present them effectively in court;
- Must have the ability to manage a heavy docket of active cases and consistently satisfy deadlines in the face of competing time demands;
- Provide guidance to others on correct application of laws, court orders, regulations, and procedures to specific situations.
- Communicate effectively verbally and in writing to permit comprehension by others.
- Understand and correctly exchange information with supervisor and co-workers when giving and receiving assignments and instructions.
- Communicate in person, by telephone, and electronically, and interact in a courteous, respectful, and effective manner with the public, judges, jurors, court personnel, elected and appointed officials of the County, City, State, and law enforcement agencies, and any other organizations providing services or support to crime victims and the County Attorney's Office.
- Safely operate motor vehicles and travel locally and out of town as needed.
- Operate office equipment, including computer, copier, and facsimile machine in an effective and professional manner, electronic communication, and word processing.
- Defend and enforce the laws of the United States of America and the State of Texas.
- Promote the fair, impartial and expeditious pursuit of justice.
- Maintain always, moral, ethical, and professional conduct in keeping with the high calling of a prosecutor. Strong ethic with a commitment to ethical prosecution.
- Must be able to demonstrate these skills and perform these and other essential functions with minimal direction from the County Attorney.
- Perform related duties / functions as may be required or as assigned by the County Attorney.

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.
- **SECURITY REQUIREMENT** - Must be able to obtain and maintain a Texas Department of Public Safety (DPS) CJIS security clearance. For more information on CJIS requirements, visit the Texas DPS CJIS system Access policy and chart within the documents section: <https://www.txdps.state.tx.us/SecurityReview/documents.htm>

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, crime victims, witnesses, persons accused/convicted of crimes, opposing attorneys, law enforcement officers, community supervision and corrections officers, and other courthouse and county personnel, department heads and elected officials, and partner agencies.

Normal work schedule is Monday through Friday, eight (8) hours per day, 40 hours per week. Duty hours will be generally 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. Employees maybe be required to record their work hours properly and to submit time records promptly to their supervisor. Unscheduled hours including holidays, and/or weekends may be required in the case of excessive workloads, unforeseen personnel shortfalls, or emergency situations. 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

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

Please Return your completed application, resume, and letter of interestto:

Email: molly.solis@co.atascosa.tx.us

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.

I have read and understand the essential duties / functions; skills, knowledge, and abilities; minimum requirements; and working conditions and schedule of this position.

Signature	Date
Printed Name	