

Job Description: ASSISTANT COUNTY ATTORNEY – FELONY DIVISION

Class No.	1036	Department:	County Attorney
Position No.	475-4150	EEOC Category:	Professionals
Pay Group:	Unclassified	FLSA:	Exempt

SUMMARY OF POSITION

Performs a variety of functions to prepare cases for prosecution from intake through jury trial and performs other legal functions as assigned.

ORGANIZATIONAL RELATIONSHIPS

This position reports directly to the First Assistant County Attorney.

EXAMPLES OF WORK

Essential Duties*

Represents the county in the prosecution of misdemeanor, felony, and civil cases before District and County courts;

Reviews files submitted by law enforcement agencies and makes filing decisions;

Presents cases to Grand Jury for indictment;

Represents the State in all matters before the District Courts and the County Courts at Law, to include pretrial hearings on motions submitted by defense counsel, motions to adjudicate guilt and/or motions to revoke probation, and bench or jury trials;

Interview witnesses, examine physical evidence, and research questions of law;

Flexibility to work late when court is still in session.

Other Important Duties*

Performs such other related duties as may be assigned.

OTHER REQUIREMENTS

Regular attendance is essential. Must arrive at work on time, prepared to perform assigned duties, and work assigned schedule. Employee must have the ability to work well with others. Employee 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.

Class No. 1036 *(Continued)*

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: application of legal principles to individual cases or problems; the Texas criminal laws, other state laws, regulations, and precedents; methods and practices of pleading cases; and effective techniques of presentation of cases in court.

Skill/Ability to: understand and interpret complex constitutional provisions, statutes, and administrative regulations and precedents; deal with people tactfully; establish and maintain effective working relationships with members of the legal profession, law enforcement agencies, fellow employees, and the general public; and maintain appropriate necessary certifications.

ACCEPTABLE EXPERIENCE AND TRAINING

J.D. degree from an accredited college or university.

CERTIFICATES AND LICENSES REQUIRED

This position must have a license to practice law in the State of Texas by the State Bar of Texas

PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this position, the employee is required to walk, sit, stand, bend and stoop. May be required to lift, carry or push/pull supplies, materials, equipment and/or items weighting up to 20 pounds. Work is primarily conducted indoors.

COMMENTS

Guadalupe County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

JOB DESCRIPTION FOR POSITION:

Guadalupe County

revised: May 2016

475-4140, 4150
Assistant County Attorney

NOTICE:

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Regular attendance is required in this job.

All employment with Guadalupe County shall be considered "at will" employment. No contract of employment shall exist between any individual and Guadalupe County for any duration, either specified or unspecified.

I have reviewed this job description and find it to be an accurate description of the demands of the job.

Signature of Employee

Date

This signed original will be placed in employee's Personnel File.