

## EMPLOYMENT NOTICE

**JOB TITLE:** ASSISTANT COUNTY ATTORNEY  
**DEPARTMENT:** BURNET COUNTY ATTORNEY'S OFFICE  
**SALARY:** GROUP 72 (\$24.36 – \$31.97)

### **GENERAL STATEMENT OF DUTIES:**

This position requires the need for a valid Texas State Bar License in good standing. Duties include the preparation of legal documents, appearance before various courts of jurisdiction, and ability to perform trial work in criminal law, juvenile law, and CPS. Supervision of assistants is necessary in order to carry out these duties.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Must have unquestioned ability to meet and serve the public in a friendly and efficient manner. Legal research and the drafting of legal documents by computer are necessary. Knowledge of both Texas Civil and Criminal Procedure is essential. Ability to competently represent the State of Texas and Burnet County in criminal law, juvenile law, and CPS is essential. The ability to effectively represent the Burnet County Attorney and his office is essential. Work hours required shall be 40 hours per week.

### **ACCEPTABLE EXPERIENCE AND TRAINING:**

Doctor of Jurisprudence from an accredited legal institution.

### **CERTIFICATE AND LICENSE REQUIREMENTS:**

Applicant must be a member in good standing under the State Bar of Texas.

### **EQUAL EMPLOYMENT OPPORTUNITY:**

Burnet County complies with all State and Federal laws re: non-discrimination against any person in job structuring, recruitment, examinations, election, appointment, placement, training, upward mobility, discipline, or any other aspect of personnel administration based upon race, age, religion, color, disability, national origin, sex, political affiliation or belief, or any other non-merit factor. Personnel decisions shall be made on the basis of occupational qualifications and job-related factors such as skill, knowledge, education, experience, and ability to perform specific jobs.

### **APPLICATIONS:**

Each applicant is required to submit an application for employment with pertinent information regarding training and experience. Application forms may be obtained at website [www.burnetcountytexas.org](http://www.burnetcountytexas.org) or between the hours of 8:00 a.m. and 5:00 p.m. from the Human Resources Office, Burnet County Annex on the Square, 133 E. Jackson, Room 103, or at the Burnet County Courthouse, 220 S. Pierce Street. Completed applications will be accepted at the Human Resources Office until the position is filled.