

EMPLOYMENT NOTICE

JOB TITLE: ASSISTANT DISTRICT ATTORNEY

DEPARTMENT: DISTRICT ATTORNEY'S OFFICE

SALARY: Pay Group 74 (\$25.89 - \$33.64)

GENERAL STATEMENT OF DUTIES:

This position requires a valid Texas State Bar License in good standing and effective knowledge of criminal and civil law. Duties include the preparation of legal documents, appearance before various courts of jurisdiction, and ability to perform trial work for felony prosecution.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Assistant District Attorney for felony prosecution, 33rd and 424th Judicial District Attorney's Office, located in the Hill Country/Highland Lakes Area—Blanco, Burnet, Llano, and San Saba Counties.

Experienced prosecutor with trial experience preferred. Job functions include all areas of felony prosecution, including screening cases, handling court, presenting cases to grand jury and plea negotiations. Professional staff includes District Attorney and 7 ADA positions. Includes excellent county benefits. Prosecutor to office in Burnet office, with occasional travel required.

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. The ability to effectively represent the District Attorney and his office is essential. Courtroom presence is required along with frequent travel to other courts within the district. Work hours require frequent overtime.

ACCEPTABLE EXPERIENCE AND TRAINING:

Doctor of Jurisprudence from an accredited legal institution. Experience of at least three years as a trial lawyer is preferred.

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 on our website, www.burnetcountytexas.org or between the hours of 8:00 a.m. and 5:00 p.m. from the Burnet County Courthouse, 220 S. Pierce Street, Burnet, TX. Completed applications will be accepted at the Human Resources office, 133 E Jackson, Burnet 78611 or emailed to hrc@burnetcountytexas.org until position is filled.