



## **JOB DESCRIPTION - ASSISTANT DISTRICT ATTORNEY/MISDEAMEANOR**

June 2019

### **Department – District Attorney**

**Salary -** start \$57,500 - Commensurate with experience.

### **POSITION SUMMARY**

This position reports to the District Attorney. The Assistant District Attorney/Misdemeanor position requires a thorough knowledge of criminal prosecution and court procedures. This position is responsible for handling misdemeanor legal matters and trying misdemeanor cases in County Courts. This position is a regular full-time position.

### **ESSENTIAL RESPONSIBILITIES**

- All aspects of prosecution of misdemeanor offenses, including case screening, preparation of pleadings, motions, affidavits, warrant and other paperwork as necessary, witness preparation, securing and gathering of evidence, and representation of the State of Texas in pretrial proceedings, as well as in criminal bench trials and jury trials in County Courts.
- Formulation, justification and communication of plea offers in misdemeanor cases.
- Works with judges, court staff, law enforcement officers, defense attorneys, pro se defendants (when permissible by law), victims, witnesses and office staff in the preparation and prosecution of criminal litigation.
- Performance of legal research necessary to effectively represent the State of Texas in misdemeanor criminal cases.
- Advising law enforcement agencies and officers on issues of criminal law and criminal procedure: Answering inquiries from the public and other governmental agencies regarding the duties of the District Attorney's office.

### **ADDITIONAL RESPONSIBILITIES**

Any other duties as assigned or required within the scope of the District Attorney's office.

### **WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee usually works in a normal office setting or in a courtroom setting. The employee must interview and prosecute criminals, and is occasionally exposed to health or physical hazards. The employee may "ride along" with various law enforcement agencies for training and education, and may be exposed to health or physical hazards. The noise level in this office varies, but is usually moderately quiet.



## **EDUCATION**

- Must have a Juris Doctor from an accredited law school.

## **KNOWLEDGE/SKILLS/ABILITIES**

- Knowledge of Criminal prosecution. Law enforcement and court procedures.
- Ability to prepare and analyze comprehensive legal documents.
- Ability to carry out assigned projects to their completion.
- Ability to communicate effectively verbally and in writing.
- Ability to establish and maintain effective working relationships with employees, county officials, the court system and the general public.
- Ability to read, analyze and interpret the most complex documents.
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to write speeches and articles using original or innovative techniques or style.
- Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Ability to use a personal computer, including word processing and spreadsheet programs; calculator, telephone, copy machine and fax machine.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- Must have a Texas Law license
- Must be an active member and in good standing with the Texas State Bar Association.

## **PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this position. While performing the duties of this position the employee is frequently required to talk, hear, see, sit, stand, kneel, climb, feel, and use fingers to handle and arms to reach. The employee is required to be able to stand or sit for prolonged periods of time. The employee may occasionally be required to lift, carry, push, pull or move objects weighing up to 40 pounds. Specific vision required by this job includes both up close and distance vision.