



## **JOB DESCRIPTION - ASSISTANT DISTRICT ATTORNEY-FELONY**

**Department – District Attorney**

**Starting Salary - \$70,000.00 annually**

The COVID pandemic caused the Texas Supreme Court to issue orders that severely restricted court activities in an effort to minimize the spread of COVID. This resulted in a significant backlog of felony cases. This position is required to get the backlog to reasonable pre-COVID numbers.

### **POSITION SUMMARY**

This position reports to the District Attorney. The Felony Assistant District Attorney prosecutes felony cases; negotiates charges on cases pending for trial; and provides other legal services as required by the county. This position is a regular full-time position.

### **ESSENTIAL RESPONSIBILITIES**

- Prosecute felony cases in court on behalf of Navarro County and the State of Texas.
- Research courtroom evidence, summon witnesses, draft indictments, negotiate pleas.
- Perform legal research necessary to assist the District Attorney in the trial of felony cases.
- Perform initial screenings of cases presented by law enforcement.
- Advise law enforcement officials on legal issues and policy concerning prosecution of cases.
- Discuss resolution of pending cases with opposing counsel.
- Represent the State in juvenile and mental health cases; discuss case resolution with Juvenile Officers and the Court.

### **ADDITIONAL RESPONSIBILITIES**

Any other duties as assigned or required within the scope of the department.

### **WORKING CONDITIONS**

This position is inside the county offices in a normal office environment. It has frequent contact with the public and other county department employees. The noise level in this office varies, but is usually moderately quiet. Standard ventilation and lighting conditions.

### **MINIMUM REQUIREMENTS / QUALIFICATIONS**

- Must be a graduate of an American Bar Association accredited law school.
- Must have a license to practice law in the State of Texas and be in good standing with the State and local bar associations.
- Must have a basic knowledge of criminal law, procedure and rules of evidence.
- Must have knowledge of the principles and methods of legal research.
- Must have the ability to analyze facts and case precedents and present them effectively in court.



- Must be able to conduct self in a professional manner and develop and maintain good working relationships with visitors, clients, co-workers, attorneys, judges and County officials.

## **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 must be able to lift up to 15 pounds regularly and 40 pounds occasionally. Specific vision required by this job includes both up close and distance vision.

### **Employee Acknowledgement**

This confirms that I, \_\_\_\_\_, have received a copy of my job description with Navarro County for the position of Felony Assistant District Attorney and that I recognize that the job duties may be changed, amended, or supplemented at any time, and that such changes will supersede this job description.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date



EQUAL OPPORTUNITY EMPLOYER: It is the policy of Navarro County to recruit, hire, train and promote persons in all job categories without regard to race, color, national origin, sex, sexual orientation, gender identity or expression, age, genetic information, pregnancy, marital status, veteran status, disability (physical or mental), medical condition or any other condition or status protected by law.