

WICHITA COUNTY

Job Announcement



- POSITION:** Assistant District Attorney – Civil Division – 2 Positions
- LOCATION:** Criminal District Attorney’s Office
Wichita County Courthouse
- SUPERVISOR:** Criminal District Attorney / First Assistant District Attorney
- HOURS:** 8:30 a.m. – 5:00 p.m., Monday – Friday (Overtime may be required)
- SALARY:** \$51,170 - \$62,886 per year (depending upon qualifications) plus benefits

POSTING DATE: August 12, 2010

CLOSING DATE: Open Until Filled

► **GENERAL DESCRIPTION:**

Serves as an Assistant District Attorney in Wichita County’s Criminal District Attorney’s Office – Civil Division.

► **ESSENTIAL DUTIES:**

- Performs general civil law tasks for the District Attorney.
- Provides legal advice to County elected officials and department heads.
- Reviews and negotiates contracts on behalf of County departments.
- Litigates asset forfeiture cases.
- Represents the State of Texas in Child Protective Services and Adult Protective Services matters.
- Handles mental health commitments hearings.
- Researches and writes summary judgment motions, civil appeals, and other various civil motions and documents.
- Represents Wichita County in administrative unemployment hearings before the Texas Workforce Commission.
- Provides advice and defends litigation on behalf of the County in employment matters.
- Defends inmate litigation.
- Defends Section 1983 of the Civil Rights Act claims against Wichita County, its elected officials and department heads.
- Litigates expunctions and non-disclosures.
- Performs other general civil legal work and special tasks as delegated by the Wichita County Criminal District Attorney.

- Complies with and enforces the rules, regulations and policies of the Criminal District Attorney's office and the oral and written directives of his/her supervisors, and the Texas Code of Professional Responsibility.
- Must be of extremely high integrity and professional demeanor, and at all times demonstrating proper respect to the court.
- Performs all other duties as assigned.

► **MINIMUM REQUIREMENTS / QUALIFICATIONS:**

- Must be a graduate of an A.B.A. accredited law school.
- Must have a license to practice law in the State of Texas, and in good standing with the State and local bar associations.
- Must have knowledge of the principals 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.
- Must pass a pre-employment physical exam and drug test paid by Wichita County.
- Must be able to pass a thorough background investigation conducted by Wichita County.

► **CONDITIONS OF EMPLOYMENT:**

- Must be able to occasionally lift and move loads weighing up to fifty (50) pounds.
- The Criminal District Attorney's Office is a non-smoking environment.
- **START DATE: Late August – Early September 2010.** Interviews will be conducted as applications are received.

► **APPLY TO:**

- **To be considered for employment, please submit your completed Wichita County Employment Application, cover letter, resume, transcript and writing sample to:**

**Office of the Criminal District Attorney
Wichita County, Texas
ATTN: Angel Gaither
900 7th Street, Suite 351
Wichita Falls, Texas 76301**

EQUAL OPPORTUNITY EMPLOYER: It is the policy of Wichita County to recruit, hire, train, and promote persons in all job categories without regard to race, color, national origin, religion, sex, age, or disability. It is the policy of Wichita County to consider qualified individuals according to ADA standards. If notified in advance, requested accommodations will be considered. Final reasonable accommodations will be determined in accordance with ADA standards by departments after appropriate consultation. Rejected accommodations will be documented and retained on file.

The Immigration Reform and Control Act of 1986 requires all persons to whom a job offer is extended to provide proof of identity and eligibility to work in the U.S. before employment processing is completed. Passing a pre-employment urinalysis drug screen is required.

TEXAS RELAY: TDD 1-800-735-2989, VOICE 1-800-735-2988. For candidates requesting Braille, Mobility requests, etc., please call 940.766.8108. HR/ADA Compliance Office, Room 133, Wichita County Courthouse, 900 7th Street, Wichita Falls, Texas 76301.