



CALDWELL COUNTY
Job Description

Job Title: ADA - Felony
Department: District Attorney
Location: Lockhart, Texas

Salary: \$105,000.00 to \$110,000.00
FLSA Status: Exempt
Prepared by: Human Resource Department

SUMMARY

Manage all aspects of criminal prosecution, including intake, plea negotiations, trial preparation, trials, appeals, and interaction with crime victims, law enforcement officers, and community supervision officers; all under supervision of district attorney.

SUPERVISION RECEIVED

Works under the general supervision of the District Attorney and the First Assistant District Attorney.

SUPERVISION EXERCISED

Partial guidance to office staff regarding cases.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform intake on criminal cases brought by law enforcement agencies.
- Draft indictments.
- Specialize in crimes against women and children and family violence cases.
- Assist law enforcement in drafting search warrants, arrest warrants, and related affidavits.
- Draft appellate briefs as necessary.
- Prepare for and handle oral arguments before Third Court of Appeals and Court of Criminal Appeals as necessary.
- Respond to petitions for discretionary review on behalf of the State.
- Attend monthly multi-disciplinary team meetings regarding open cases and investigations of sexual or physical abuse of children.
- Attend forensic interviews of children at children's advocacy center.
- Present felony cases to grand jury.
- Represent the State at docket calls and pretrial hearings for felony cases.
- Work with witness coordinator and victim assistant coordinator to prepare law enforcement and civilian witnesses for trial.
- Collect, organize and prepare evidence, information and other legal materials in preparation for trial.
- Prosecute felony cases in state district court.
- Negotiate plea agreements and correspond with Defense Attorneys.
- Conduct hearings on motions to revoke/adjudicate probation.
- Draft briefs, motions, orders, subpoenas, and other legal documents, as well as correspondence and reports.
- Prepare and handle Writs of Habeas Corpus.
- Respond to discovery motions and requests.

- Research legal resources, records and documents to obtain information applicable to case or issue under consideration.
- Appear in court in place of other assistant district attorneys as needed.
- Perform any other duties as requested.

Note: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position and is assigned by management.

MANDATORY QUALIFICATIONS: EDUCATION and/or EXPERIENCE

- Juris Doctor from an ABA accredited law school required.
- License to practice law in the State of Texas required.
- Knowledge of Texas statutes preferred.
- Experience in administrative law preferred.
- Litigation experience preferred.
- Legal research experience preferred.
- Must pass criminal background check.
- Prior Prosecutor experience preferred.

OTHER SKILLS AND ABILITIES

- Legal research.
- Strong written and verbal communications skills.
- Time management and organization.
- Friendly and professional attitude.
- Working knowledge of personal computers and other electronic office equipment.

LANGUAGE SKILLS

Read and comprehend simple instructions, short correspondence, and memos; able to write detailed correspondence; effectively present information in one-on-one and small group situations to elected officials, department heads, vendors, and senior managers and supervisors within the County.

MATHEMATICAL SKILLS

Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Apply common sense understanding to carry out detailed but uninvolved written or oral instructions; able to deal with problems involving a few concrete variables in complex situations.

PHYSICAL DEMANDS

Physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand, walk; use hands to finger, handle, or feel; reach with hands and arms. The employee must regularly lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests might be required.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is this a contract for employment.

*******Please submit all applications and resumes to Fred Weber at the following email address fred.weber@co.caldwell.tx.us**