



**CALDWELL COUNTY**  
***Job Description***

|                    |                   |                     |                              |
|--------------------|-------------------|---------------------|------------------------------|
| <b>Job Title:</b>  | ADA – Misdemeanor | <b>Salary:</b>      | <b>\$ 87,000 TO \$92,000</b> |
| <b>Department:</b> | District Attorney | <b>FLSA Status:</b> | Exempt                       |
| <b>Location:</b>   | Lockhart, Texas   | <b>Prepared by:</b> | Human Resources Dept.        |

**SUMMARY**

Manage all aspects of misdemeanor 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 the District Attorney.

**SUPERVISION RECEIVED**

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

**SUPERVISION EXERCISED**

Partial guidance to office staff regarding cases.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Perform intake on misdemeanor cases brought by law enforcement agencies.
- Represent the State at docket calls and pretrial hearings for misdemeanor and juvenile cases.
- Draft charging instruments.
- 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 misdemeanor and juvenile cases in county court-at-law.
- Negotiate plea agreements.
- Conduct hearings on motions to revoke probation.
- Draft briefs, motions, orders, subpoenas, and other legal documents, as well as correspondence and reports.
- 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.
- Prosecute Class C misdemeanor cases in JP Court (Pre-Trial, Bench Trials and Jury Trials)
- 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.

### **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 resumes and application to the Caldwell County District Attorney's Office to the attention of Fred weber. You may also email your resume to him at [fred.weber@co.caldwell.tx.us](mailto:fred.weber@co.caldwell.tx.us)