

GUADALUPE COUNTY



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Guadalupe County Attorney
Seguin, Texas 78155
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EMPLOYMENT NOTICE

The Guadalupe County Attorney's Office is accepting applications for the position of
Assistant County Attorney – Felony Division

Our office is located in Seguin, which is very close to New Braunfels and conveniently located between Austin and San Antonio.

The position requirements are:

- J.D. degree from an accredited college or university
- Licensed to practice law in the State of Texas
- To demonstrate a significant understanding of criminal law
- Minimum 3 years prosecution experience (or comparable criminal law experience) including 3 or more felony jury trials
- Applicant must be willing to accept after hours phone calls from law enforcement

Salary determined by experience and qualifications. Salary Range: \$110,000 - \$114,000 annually. Benefits include Medical Insurance, Paid Holidays, Vacation, Sick and Personal Leave and Retirement.

SUMMARY OF POSITION

Performs a variety of functions to prepare cases for prosecution from intake through jury trial and performs other legal functions as assigned.

ORGANIZATIONAL RELATIONSHIPS

This position reports directly to the Felony Chief

EXAMPLES OF WORK

Essential Duties*

Represents the county in the prosecution of misdemeanor, felony, and civil cases before District and County courts;

Reviews files submitted by law enforcement agencies and makes filing decisions;

Presents cases to Grand Jury for indictment;

Represents the State in all matters before the District Courts and the County Courts at Law, to include pretrial hearings on motions submitted by defense counsel, motions to adjudicate guilt and/or motions to revoke probation, and bench or jury trials;

Interview witnesses, examine physical evidence, and research questions of law;

Flexibility to work late when court is still in session.

Other Important Duties*

Performs such other related duties as may be assigned.

OTHER REQUIREMENTS

Regular attendance is essential. Must arrive at work on time, prepared to perform assigned duties, and work assigned schedule. Employee must have the ability to work well with others. Employee must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others. Requested accommodations to work hours and schedules are considered on an individual basis.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: application of legal principles to individual cases or problems; the Texas criminal laws, other state laws, regulations, and precedents; methods and practices of pleading cases; and effective techniques of presentation of cases in court.

Skill/Ability to: understand and interpret complex constitutional provisions, statutes, and administrative regulations and precedents; deal with people tactfully; establish and maintain effective working relationships with members of the legal profession, law enforcement agencies, fellow employees, and the general public; and maintain appropriate necessary certifications.

ACCEPTABLE EXPERIENCE AND TRAINING

J.D. degree from an accredited college or university.

CERTIFICATES AND LICENSES REQUIRED

This position must have a license to practice law in the State of Texas by the State Bar of Texas and be in good standing.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this position, the employee is required to walk, sit, stand, bend and stoop. May be required to lift, carry or push/pull supplies, materials, equipment and/or items weighting up to 20 pounds. Work is primarily conducted indoors.

COMMENTS

Guadalupe County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Applications may be obtained online at <http://www.co.guadalupe.tx.us> or from the Human Resource Office located at 211 W. Court Street, Seguin, Texas. Interested candidates are encouraged to submit a resume and letter of interest via e-mail to Office Manager Kellie Davidson-Hall at kellie.hall@co.guadalupe.tx.us

Guadalupe County does not discriminate on the basis of race, color, national origin, sex, religion, age and handicapped status in employment or the provision of services.

DAVID WILLBORN
GUADALUPE COUNTY ATTORNEY