



**OFFICE OF THE DISTRICT ATTORNEY  
145TH JUDICIAL DISTRICT  
NACOGDOCHES COUNTY, TEXAS**

**ASSISTANT DISTRICT ATTORNEY POSITION**

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**About the Office:**

It is the primary duty of the District Attorney's Office to prosecute felony criminal offenses in Nacogdoches County, Texas. Additionally, the office handles the county's juvenile caseload, initiates civil asset forfeiture proceedings, bond forfeiture proceedings, aids law enforcement in the investigation of criminal offenses, manages the pretrial diversionary program, and oversees the extradition of individuals accused of criminal offenses, among other duties.

**Job Description:**

The Nacogdoches County District Attorney's Office is currently seeking to fill an Assistant District Attorney position beginning on January 4, 2021. The responsibilities of this position are to prosecute a variety of felony offenses, enforcing state laws related to everything from theft and drug offenses to crimes against children and murder, among other duties.

This office handles cases in 1<sup>st</sup> chair/2<sup>nd</sup> chair format: though all prosecutors play a role in screening cases for presentation to the grand jury as assigned, the second chair is responsible for the day-to-day docket management and handling pretrial hearings, while the first chair tries the case before a judge or jury, and handles any appellate issues.

In addition to the prosecution of felony cases, this position will also be responsible for screening a quarter of the cases for presentation to the grand jury, and handling half of the juvenile caseload

**Required Qualifications:**

Applicants must possess a J.D. degree from an ABA-accredited law school, licensed to practice in Texas, and a member in good standing with the State Bar of Texas.

**Preferred Qualifications:**

- Ability to manage a felony caseload, from screening cases prior to presentation to the grand jury through indictment to disposition and appeal;
- Possess a working knowledge of Texas criminal law, procedure, and the rules of evidence, as well as relevant law from the Family Code as it relates to juvenile cases;
- Possess a strong work ethic and commitment to seeing justice done;
- Ability to work with a supportive and professional team of prosecutors, investigators, and support staff;
- Be self-sufficient in the day-to-day handling of cases, pleadings, and correspondence;
- Able to perform their own legal research and possess excellent writing ability;
- Willingness to aid and advise law enforcement on investigative procedures primarily concerning search and arrest warrants and applications and orders;
- Possess analytical abilities necessary to articulate case-related issues in a courtroom environment;

- Have courtroom experience, preferably as a first chair in felony trials; and,
- Be computer literate and proficient, able to use a case management database, Excel, Word, and PowerPoint, as well as navigate and become familiar with various media-related software.

**Salary:**

The annual salary range is \$60,500 to \$75,000, depending on qualifications and experience.

**Application Deadline:**

Applications will be accepted until the position is filled. Not all applicants will be interviewed.

**Submit a completed and signed Nacogdoches County Employment Application and attach your resume and any supporting documentation the applicant believes is relevant to the position—e.g., cover letter, professional references, and/or a brief writing sample to:**

Nacogdoches County  
Human Resources Department  
101 W. Main St., Ste. 161  
Nacogdoches, TX 75961

Fax: (936) 560-7810

Email: [personnel@co.nacogdoches.tx.us](mailto:personnel@co.nacogdoches.tx.us)

Nacogdoches County Employment Application available at: [www.co.nacogdoches.tx.us/jobs](http://www.co.nacogdoches.tx.us/jobs)

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