



NACOGDOCHES COUNTY ATTORNEY'S OFFICE

Job Opportunity

Assistant County Attorney – CPS and Trial Attorney

The Nacogdoches County Attorney's Office is seeking to hire an Attorney who possesses skills needed to represent the State of Texas in CPS matters as well as criminal misdemeanor cases. Seasoned attorneys and recently licensed attorneys are encouraged to apply. Applications will be accepted until this position is filled.

The Office is a family friendly environment and wants colleagues to enjoy their profession. We believe that prosecution is an exciting career choice within the legal profession affording attorneys opportunities to find the truth, seek justice and help improve public safety. We encourage attorneys to work within areas that are a passion as we believe that will lead to career fulfillment, a happier home life, and a safer community. The Nacogdoches County Attorney's office consists of three assistant county attorneys, an investigator, an office manager/paralegal, three paralegal/legal assistants and a victim assistance coordinator.

Salary & Benefits:

The salary range for this position is \$82,000.00 to \$125,000.00 annually depending on the experience and/or qualifications of the applicant. The comprehensive benefits package includes paid health insurance, paid vacation, paid holidays and employer-matched retirement through TCDRS. The Office will also pay annual bar dues and CLE expenses.

General Description:

General responsibilities and duties as directed by the County Attorney, include, but are not limited to:

- **Prosecution:**
 - Represents the State in criminal misdemeanor prosecutions in the County Court at Law including jury and bench trials. The prosecutor will be expected to try appropriate cases to jury verdicts.

 - Represents the Texas Department of Family and Protective Services (CPS) in a variety of hearings before the District Courts of Nacogdoches County, Texas.
- **Case Intake:**
 - Screen criminal cases prior to filing.
- **Protective Orders:**
 - Screen applications for civil protective orders. Prepare and/or review and approve pleadings in civil protective order cases. Negotiates civil protective orders with respondents and/or respondent's counsel. Represents the State of Texas in contested, uncontested, and default protective order application proceedings.
- **JP's:**
 - Represents the State in criminal proceedings and limited civil actions (animal cruelty seizures) in four justice of the peace precincts.
- **Research:**
 - Legal research and writing of memos as directed by the County Attorney.
- **Other Duties:**
 - Performs additional duties within the scope of the department as needed or assigned.

Needed Knowledge, Skills & Abilities:

- Knowledge of criminal law proceedings and knowledge of the Texas Penal Code, Texas Code of Criminal Procedure, and the Texas Rules of Evidence
- Knowledge of courtroom ethics, demeanor and decorum
- Ability to analyze facts and case precedents and present them effectively in court

- Knowledge of the principals and methods of legal research
- Ability to perform own legal research
- Ability to maintain confidentiality in the performance of duties
- Ability to demonstrate extremely high integrity and professional demeanor in and out of the courtroom
- Ability to evaluate work performed by others and provide meaningful feedback and to establish priorities, goals and objectives
- Excellent verbal and written communication skills
- Ability to follow instructions and complete assignments
- Ability to work independently with limited or no supervision
- Ability to establish and maintain professional relationships with co-workers, the public, other offices, departments and other law enforcement agencies
- Proficiency in the use of computers and audio-visual equipment
- Knowledge of and ability to use MS Office Suite (Word, Excel, Access, etc.) and media software
- Knowledge and ability to use office equipment

Additional Information:

- Work performed indoors
- Requires ability to sit for extended periods of time
- Requires ability to lift and carry up to 25 pounds routinely and 50 pounds occasionally
- Requires ability to reach and grab to move boxes and files
- Requires adequate visual acuity, speech and hearing to interact with victims, attorneys, judges and other staff
- Requires adequate manual dexterity necessary to operate a computer and office equipment

Required Qualifications:

Law degree from an accredited law school; currently licensed to practice law in the State of Texas and a member in good standing with the State Bar of Texas.

How to Apply:

Submit a completed and signed Nacogdoches County Employment Application to the address below. Cover letter, resume, list of references and any supporting documentation the applicant believes is pertinent to the position must also be attached to the application, but, are not accepted in place of the completed and signed application.

Submit application to: Human Resources Department
Nacogdoches County
101 W. Main St., Ste. 161
Nacogdoches, TX 75961

Or via email to: personnel@co.nacogdoches.tx.us

Nacogdoches County job application available at: <https://www.co.nacogdoches.tx.us/jobs>