

Job Posting Announcement

Posting Date: January 8, 2024

Closing Date: Until filled

Title: Intake/Appellate Prosecutor (Remote Position)

Employer: 216th Judicial District Attorney's Office

Salary: \$95,000-\$105,000 - Commensurate with experience

Location: Gillespie and Kerr Counties

The 216th District Attorney's Office is seeking an Intake Prosecutor. The 216th DA's office is located in the beautiful Texas Hill Country and is responsible for handling all aspects of felony prosecution of adults in Gillespie and Kerr Counties with the two major cities being Kerrville and Fredericksburg.

Main duties:

- Grand Jury/Intake - after a DA investigator has assured all reports, documents, and media has been provided by the LE agency, determine if evidence is sufficient for prosecution; prepare proposed indictments; present cases to a Grand Jury; and recommend bonds to the court.
- Represent the State in post-conviction proceedings - including writing and preparing reply briefs on direct appeal, pursue State's appeal when necessary, and respond to writs of habeas corpus.
- Be on-call to conduct legal research while trial prosecutors are in court or in trial.

Fill-in duties as needed occasionally:

- Assist law enforcement - assist law enforcement as needed with investigations; review search warrant and arrest warrant affidavits; be on call when needed to assist law enforcement during active investigations.
- Review indicted felony criminal cases for appropriate disposition/plea offer:
- Prepare felony criminal cases for trial - interview witnesses and victims; review evidence; visit crime scenes; review pertinent case law; interview law enforcement officers in preparation for trial; and file necessary pretrial motions and pretrial notices.
- Represent the State in all pretrial matters – such as hearings of pretrial motions filed by the defense or State or motions related to bond.
- Represent the State in plea and sentencing hearings.
- Represent the State in bench and jury trials - conduct an effective voir dire, conduct effective direct and cross examination of witnesses, correctly offer evidence, argue effectively before a judge and/or jury, and deliver powerful opening statements and persuasive closing arguments.
- Represent the State in modification, adjudication, and revocation of probation.
- Safely operate motor vehicles and travel within the district as required.

- Perform other related tasks or duties at the direction of the District Attorney, First Assistant District Attorney, and/or other assigned supervisor.

Qualifications:

- Graduation from an accredited school of law.
- Must be in good standing with the State Bar and have a current license to practice law in the State of Texas.
- Felony or misdemeanor jury trial experience and at least two years actively practicing criminal law in Texas state courts is preferred, but not absolutely required for the right candidate.
- Knowledge of the ethical principles of law, the Texas Penal Code, the Texas Code of Criminal Procedure, and the Texas Rules of Evidence.
- Proficient in spotting legal issues and conducting legal research using Lexis or other legal resources.
- Must be able to pass the Texas CJIS Systems Access Policy background.
- Be a self-starter who takes initiative to handle the duties and responsibilities of the job without constant oversight.
- Be able to work independently but also have the ability to work well with others in a professional manner, possess a strong work ethic, and is able to follow instructions and take direction when needed.
- Be efficient and proficient with the ability to effectively multi-task and time manage.
- Report regularly for work and be on time.
- Be able to exercise sound discretion and judgment in both your personal life and as a felony prosecutor, including making appropriate decisions on disposition of cases consistent with the elected District Attorney's policies.
- Maintain at all times moral, ethical, and professional conduct in keeping with the high calling of a prosecutor.

To apply:

- Complete a Kerr County employment application. Applications are available for download at www.co.kerr.tx.us/employment.
- Submit a cover letter, resume, and a writing sample, if available, in the form of an appellate brief or other comparable writing sample that demonstrates your legal writing ability.
- Submit a list of at least three references from people who can attest to your proficiency in the practice of criminal law or other relevant work as a licensed attorney.

Submit all documents to: **216th District Attorney's Office**, Attn: Candice Flores, 402 Clearwater Paseo, STE 400 (Kerr County Sheriff's Office Annex) Kerrville, Texas 78028 or by email: crflores@co.kerr.tx.us.

Job offer is contingent upon passing a criminal background investigation. By submitting an application you give the 216th District Attorney's Office permission to conduct a criminal background check, including obtaining a copy of your driving and criminal history from the Texas Department of Public Safety.