

**COUNTY OF GILLESPIE**  
**JOB DESCRIPTION**  
**Assistant County Attorney**  
**For**  
**County Attorney's Office**

**PAY GRADE:** 25

**PAY RANGE:** Starting at \$57,116.80/year, Salaried Exempt; Negotiable based on experience

**DESCRIPTION OF POSITION:**

The Assistant County Attorney provides legal representation for Gillespie County in the prosecution of misdemeanor cases and juvenile offenses. This position is also responsible for assisting in the prosecution of criminal cases in the County Court, Justice Court and District Court as well as prosecution of juvenile cases and representing victims of family violence in protective order hearings.

**ESSENTIAL DUTIES / FUNCTIONS:**

Essential duties/functions, under the supervision of the County Attorney, may include but are not limited to the following:

- Review offense reports to determine whether the facts as alleged amount to violation of law, and if so, the proper charges to be filed. Evaluate available evidence and determine if there is sufficient credible evidence to prove the commission of the offense beyond a reasonable doubt. If it is determined that evidence is adequate, with assistance of staff, prepare and file the proper charges in the court with jurisdiction. If it is determined that evidence is insufficient, work with the appropriate law enforcement agency to assemble evidence, or with concurrence of the County Attorney, dismiss the case or file charges for a lesser included offense as appropriate.
- Attend court sessions for pre-trial hearings and trials, assisting the County Attorney as required and directed. Communicate with defense attorneys to schedule hearings and trials and assist the County Attorney in negotiations with defense attorneys to achieve a satisfactory resolution of assigned cases.
- Assist the County Attorney in trial of Class A and B misdemeanors, and juvenile misdemeanors and felonies, including working with the juvenile probation department. Prosecute traffic offenses and other class C misdemeanors in Justice Courts.
- Meet with law enforcement officers, witnesses, and others to review case files, evaluate and assemble evidence, and prepare for hearings and trials.
- Meet with victims of family violence, law enforcement and victim's assistance personnel to review evidence, and determine if there is sufficient credible evidence to proceed with obtaining protective orders. With assistance of staff, prepare and file pleadings to request issuance of protective orders. As directed by the County Attorney, either assist in preparing for hearings and presenting evidence to obtain protective orders, or prepare for hearings and present evidence to obtain protective orders.
- Read, research and interpret applicable law to assist in determining strategies and evaluating probable outcomes of cases.
- Attend meetings and other organizational functions on behalf of the County Attorney's Office as directed.
- Assist the County Attorney in preparing cases appeals, motions, briefs, discovery compliance and other related court documents.

**SKILLS and ABILITIES**

The ideal candidate will have knowledge of:

- Criminal law and procedures.
- County orders, policies and procedures.
- Modern office procedures and equipment.
- Correct English usage and grammar.

Skills and Abilities to:

- Exercise judgment, decisiveness, and creativity required in uncertain, highly stressful situations.
- Read, understand, interpret, and apply information contained in statutes, court decisions, briefs and opinions.
- Provide guidance to others on correct application of laws, court orders, regulations, and procedures to specific situations.
- Communicate verbally and in writing to permit comprehension by others.

- Understand and correctly exchange information with supervisor and co-workers when giving and receiving assignments and instructions;
- Communicate in person, by telephone, and electronically, and interact in a courteous, respectful and effective manner with the public, judges, jurors, witnesses, court personnel, elected and appointed officials of the County, City, State and any other organizations.
- Safely operate motor vehicles and travel locally and out of town as needed.
- Operate office equipment, including computer, copier and facsimile machine in an effective and professional manner, including internet acquisition, electronic communication and word processing.
- Defend and enforce the laws of the United States of America and the State of Texas.
- Promote the fair, impartial and expeditious pursuit of justice.
- Maintain at all times, moral, ethical and professional conduct in keeping with the high calling of a prosecutor.
- Perform related duties / functions as may be required or as delegated by the County Attorney.

**MINIMUM REQUIREMENTS / QUALIFICATIONS:**

- Juris Doctor Degree
- Licensed to practice law in the State of Texas
- Must consent to and pass criminal background check.
- SECURITY REQUIREMENT - Must be able to obtain and maintain a Texas Department of Public Safety (DPS) CJIS security clearance.

**WORKING CONDITIONS and SCHEDULES:**

County facilities, including vehicles, are smoke-free and alcohol free working environments. Location of this position is in the Gillespie County Annex 1 which consists of a normal office environment with heat and air conditioning in a multi-person work area.

The position requires daily and prolonged repetitive motor movements, such as but not limited to: computer data entry and use of office equipment (telephone, calculator, typewriter, fax, scanner, copier). The position also requires prolonged periods of sitting and standing. Daily placement of records within filing system will require stooping/bending and moving/lifting/pulling storage files and boxes. There will also be performance of light physical and intellectually stressful work in an office and/or courtroom environment in a mainly sedentary position.

Normal work schedule is Monday through Friday, eight (8) hours per day, 40 hours per week. Duty hours are generally 8:00 a.m. to 5:00 p.m. with an hour for lunch. Regular work attendance is essential. Employee must arrive to work on time, prepared to perform assigned duties and work assigned schedule. Employees are required to record their work hours properly and to submit time records promptly to their supervisor. Unscheduled hours including holidays, and/or weekends may be required in the case of excessive workloads, unforeseen personnel shortfalls, or emergency situations. Incumbent may be required to attend job related seminars, conferences, and/or training. Attendance could require out of town travel with/without overnight stay.

I have read and understand the essential duties / functions; skills and abilities; minimum requirements; and working conditions and schedules of this position.

Signature \_\_\_\_\_

Date \_\_\_\_\_