

EASTLAND COUNTY

JOB DESCRIPTION

Position Title: Assistant District Attorney - Misdemeanor/Appeals

Department: 91st Criminal District Attorney Location: Eastland, Texas

Reports To: 91st Criminal District Attorney Salary Range: \$80,000 - \$90,000

Open Date: January 1, 2025

Close Date: Until Filled

Non-exempt Full-Time Position

Position Summary: This position requires a thorough knowledge of criminal prosecution and court procedures. This position is responsible for handling misdemeanor legal matters and trying misdemeanor cases in County Court. This position is also responsible for criminal appeals, in addition to assisting in legal research and felony cases as directed.

Essential Job Functions (listing most important first):

- Performing all aspects of prosecution of misdemeanor offenses, which includes case screening, preparation of pleadings, motions, affidavits, warrants, and other paperwork as necessary, witness preparation, securing and gathering of evidence, and representation of the State of Texas in pretrial proceedings, as well as in criminal bench trials and jury trials in County Courts
 - Formulating and communicating plea offers in misdemeanor cases
 - Working with judges, court staff, law enforcement officers, defense attorneys, pro se defendants (when permissible by law), victims, witnesses, and office staff in the preparation and prosecution of criminal litigation
 - Conducting legal research as necessary to effectively represent the State of Texas in all criminal cases including appeals
 - Advising law enforcement agencies and officers on issues of criminal law and criminal procedure
 - Answering inquiries from the public and other governmental agencies regarding the duties of the District Attorney's office
 - Performing other duties as assigned by the District Attorney
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EDUCATION AND EXPERIENCE

- Must have a J.D. or equivalent degree from an accredited law school
- Must be currently licensed to practice law in the State of Texas
- Must be an active member and in good standing with the Texas State Bar Association

REQUIRED SKILLS

- Knowledge of criminal prosecution, law enforcement, and court procedures
- Ability to prepare and analyze comprehensive legal documents
- Ability to carry out assigned projects to their completion
- Ability to communicate effectively verbally and in writing
- Ability to establish and maintain effective working relationships with employees, county officials, the court system, and the general public
- Ability to read, analyze, and interpret the most complex documents
- Ability to respond effectively to the most sensitive inquiries or complaints
- Ability to write speeches and articles using original or innovative techniques or style
- Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and jury panels
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Ability to use a personal computer, including word processing and spreadsheet programs, calculator, telephone, copy machine, and fax machine

PHYSICAL REQUIREMENTS

- Ability to sit or stand for extended periods of time
- Ability to lift and carry up to 25 pounds routinely, and, up to 50 pounds occasionally
- Sufficient visual acuity, speech and hearing required to interact with victims, attorneys, judges and other staff.
- Sufficient manual dexterity necessary to operate a computer and office equipment

HOW TO APPLY:

Submit Resume and References via email or mail to:
Paul W. Lewallen
1st Assistant Criminal District Attorney
Eastland County Courthouse
100 West Main Street, Suite 204
Eastland, Texas 76448
Email: paul@eastlandcountytexas.com

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

JOB DESCRIPTION

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

Employee's Signature

Date

Department Head Signature

Date