

**Llano County
Employment Opportunity
Assistant County Attorney
\$80,000**

The Llano County Attorney's office is seeking a qualified candidate for an Assistant County Attorney. This is a full-time Exempt position with duties to include but not limited to, assisting the County Attorney with representation of Llano County and its citizens in matters within the jurisdiction of the Llano County Attorney. These include the Department of Family and Protective Services, Adult Protective Services, Juvenile, Truancy and other cases and legal matters arising on behalf of Llano County as assigned.

Job Location: Llano County Courthouse, 801 Ford Street, Llano, Texas

Job open until filled

Back ground check is required

For a full job description and to apply for this position, please go to: www.co.llano.tx.us, job opportunities, county applications. Email applications to: lisa.otto@co.llano.tx.us

Benefits include: Paid holidays, vacation and sick leave. Paid health insurance, participates in Texas County and District Retirement System

For questions and inquiries, please call the Llano County Human Resource office
@ 325-247-3009

Llano County is an Equal Opportunity Employer

Posted 03/26/2025

Llano County Job Description

Job Title: Assistant County Attorney

FLSA: Exempt

Department: County Attorney

EEO: 02 Professional

Reports To: County Attorney

Summary:

To assist the County Attorney with representation of Llano County and its citizens in matters within the jurisdiction of the Llano County Attorney to include Department of Family and Protective Services, Adult Protective Services, juvenile, truancy and other cases and legal matters arising on behalf of the County as assigned.

The Assistant will provide high quality public service and work harmoniously with other County personnel by maintaining a positive and professional relationship with peers, other county personnel, law enforcement agencies, officers, victims and families, attorneys and the public.

Essential Duties and Responsibilities:

(Essential duties and responsibilities may include, but are not limited to the following):

- Primary case responsibilities include “first chair” representation of the County in Department of Family and Protective Services, Adult Protective Services, juvenile, and truancy cases; and also to provide “second chair” assistance to County Attorney in complex cases from these practice areas as assigned
- Performs legal research. Searches resources and studies legal records and documents to obtain information applicable to case or issue under consideration
- Drafts briefs, motions, orders, subpoenas, contracts and other legal documents, as well as correspondence and reports
- Takes depositions and responds to discovery requests. Oversees the creation and issuance of legal documents, including subpoenas, motions, orders, writs, warrants, contracts, official policies and other related documents. Represents the State at docket calls
- Prepares cases for trial. Collects, organizes and prepares evidence, information and other legal materials
- Performs other job-related duties as assigned

Qualifications-Knowledge of:

- Jurisprudence, criminal and civil law and procedures, including constitutional and statutory law
- Federal, State, Local and County applicable law, rules regulation and guidelines
- Methods and practices of pleading cases and of effective techniques for presentation of cases in court or to effectively present facts and precedents verbally and in writing in law related matters
- Policies, practices, procedures and legal terminology related to court system
- Business letter writing, grammar and punctuation and report preparation
- Electronic calendaring

- Principles and procedures of record keeping
- Spelling, grammar and punctuation
- Knowledge of County forms, records, files and legal documents
- Modern office procedures, methods, computer equipment and computer programs
- Knowledge of County policies and procedures, knowledge of computer equipment to include word processing, spreadsheets, databases and a variety of software systems

Qualifications-Ability to:

- Problem solve and make decisions
- Analyze and appraise facts, policies, procedures and legal precedents in area of specialty
- Communicate verbally and in writing to include competency in making presentations;
- Demonstrate professionalism through appearance, manners and conduct
- Conduct legal research and analysis
- Present facts, precedents and arguments verbally and in writing and apply negotiation skills
- Work independently
- Manage time well and perform multiple tasks and organize diverse activities
- Work well under pressure and exercise tact in trying situations
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and Officials and the general public
- Maintain confidentiality in the performance of duties
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
 1. Sitting for extended periods of time
 2. Operating assigned equipment
 3. Carrying files or computer equipment between office and courtroom
 4. Lifting boxes (approximately 15 pounds)
- Effectively handle a work environment and conditions which involve:
 1. Working closely with others
 2. Exposure to computer screens
 3. Extensive use of a computer keyboard, copier and scanner

Minimum Education, Experience and Licensure Requirements:

- J.D./L.L. B from an accredited law school
- Hold a license as an attorney through the State Bar of Texas (or expect to take the Texas Bar Exam not later than 12/31/2025)
- (2) two years licensed attorney work experience (Preferred, but not required)

Working Conditions and Physical Demands:

- High volume office environment with frequent requirements to communicate telephonically or directly with other working in close proximity to others

- Exposure to computer screen
- Extensive work on computer keyboard
- Exposure to noise created within the office and the surrounding areas created by the movement of large numbers of people; close proximity to individuals detained by law enforcement
- Essential and other important responsibilities and duties may require maintaining physical condition necessary for sitting for prolonged periods of time