

JOB OPENING NOTICE

JOB OPENING: Frio County is accepting applications for a full-time Assistant Frio County Attorney. Applications can be found on the Frio County website at <http://www.co.frio.tx.us/page/frio.Jobs.Openings> and must be submitted to the County Attorney or Human Resource Office at the Frio County Courthouse located at 500 East San Antonio Street, Pearsall, Texas 78061. Frio County is an “at will” and an equal opportunity employer.



FRIO COUNTY JOB ANNOUNCEMENT

Assistant Frio County Attorney

Location: Frio County Courthouse, Pearsall, TX

Department: County Attorney

Job type: Full-Time/Non-Exempt

Posting Period: Until position filled

Frio County Job Notices and the Employment Application are available online at <http://www.co.frio.tx.us/page/frio.Jobs.Openings>. Applications must be submitted prior to the deadline indicated in the job posting. Submit all applications to the County Attorney or Human Resource Office at the Frio County Courthouse located at 500 East San Antonio Street, Pearsall, Texas 78061. Frio County is an "at will" and an equal opportunity employer.

Job Duties

- Represent The State of Texas in all matters handled by the County Attorney's Office, including prosecution of misdemeanor cases, juvenile cases, protective orders, and civil commitment hearings
- Review police reports and file or reject cases based on the evidence presented
- Interview victims, witnesses, and police officers
- Provide legal advice to elected county officials and department heads
- Review and negotiate contracts on behalf of Frio County
- Defend civil claims asserted against Frio County, its elected officials, and employees
- Attend all manner of court settings and hearings
- Prepare civil and/or criminal cases for trial
- Draft and argue motions and other various pleadings before the court
- Try cases to verdict in jury and bench trials before the court
- Negotiate pleas
- Review and interpret both simple and complex legal issues
- Efficiently manage a caseload
- Maintain effective working relationships with supervisors, coworkers, and the general public

Qualifications

Applicant must possess a Juris Doctorate from an accredited law school, must currently be licensed to practice law in The State of Texas, and must be in good standing with The State Bar of Texas. Applicant must have a clean criminal history and be able to pass a drug test. Must also have a valid Texas Driver's License.

Knowledge, Skills and Abilities

Must possess excellent research and writing skills and a strong ability to communicate and get along with others. Must possess sufficient common sense and legal skills combined to make important legal decisions on complex issues. Need to have basic computer and typing skills and the ability to work under pressure and meet deadlines.

Physical and Environmental Requirements

Daily duties require sitting, standing, walking, kneeling, and bending as well as speaking to and listening to other people. This job will be performed in the usual and customary office and courtroom settings. Minimal heavy lifting and driving duties are required. The workweek is usually 40 hours per week, but may be longer if you are preparing for trial.

Salary and Benefits

The salary for an Assistant County Attorney is up to \$80-90,000.00 per year, depending on experience. The successful applicant will also receive a full benefits package from Frio County. This includes retirement plan, paid holidays off, personal leave time, and other benefits in addition to health, life, dental, and vision insurance.

Resumes can be sent by email or mail to:

joseph.sindon@friocounty.org

Frio County Attorney's Office
Attn: Joseph Sindon
500 E. San Antonio St.
Box #1
Pearsall, Texas 78061