

Assistant District Attorney
Bowie County, Texas
JOB VACANCY NOTICE

Job Title: Assistant District Attorney

Closing Date: Until filled

Salary Range: Starting at \$65,000, depending on experience with benefits package

GENERAL JOB DESCRIPTION:

Posting#: January 31, 2025

Location: Texarkana, Texas

Start Date: ASAP

The Bowie County District Attorney's Office is accepting applications for a full-time Assistant District Attorney -Misdemeanor

The attorney in this position is expected to perform advanced work with in-depth analysis and presentment of legal issues.

ESSENTIAL JOB FUNCTIONS

Applicants must have the ability to work independently and with others, Essential job functions for the position include:

- assisting with review of motions and preparation of separate writings and related work, as assigned;
- Trial work;
- Appellate work;
- Represent the State of Texas at the JP level

MINIMUM QUALIFICATIONS:

Applicants must have the following qualifications:

- license to practice law in the State of Texas;
- knowledge of legal principles in criminal areas;
- knowledge of the Texas Rules of Appellate Procedure, Uniform System of Citation, and Texas Rules of Form, Texas Penal Code, Texas Code of Criminal Procedures.

- ability to identify, analyze, and resolve legal and procedural issues and to present findings and conclusions, both orally and in writing.
- excellent legal-research skills, including a proficiency in computer research and cite checking;
- excellent legal writing, editing, and proofing skills;
- word processing skills;
- ability to prepare, plan, and organize work, and to communicate clearly and effectively.

PREFERRED QUALIFICATIONS:

- Previous criminal experience; Preferred but not necessary
- Trial experience; Can get on the job experience.
- Knowledge of legal principles in criminal areas.

APPLICATION PROCEDURES:

Submit a single complete electronic application consisting of the following in pdf format:

1. cover letter;
2. resume or curriculum vitae