

Assistant District Attorney

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Bowie County, Texas

JOB VACANCY NOTICE

Job Title: Assistant District Attorney

Closing Date: Until filled

Salary Range: Starting at \$65,000 with range up to \$90,000 with experience plus benefits

GENERAL JOB DESCRIPTION:

Posting#: August 20, 2024

Location: Texarkana, Texas

Start Date: xxxx

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

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

The attorney reviews records and briefs and conducts legal research. The job requires a strong command of appellate law and procedure and a strict adherence to rules of confidentiality and judicial ethics.

ESSENTIAL JOB FUNCTIONS

Applicants must have the ability to work independently. Essential job functions for the position include:

- Appeals
 - Draft all appellate briefs file in Bowie County, findings of fact and conclusions of law, writs of mandamus, and responses to post-conviction writs of habeas corpus as well as any civil appeals (appeal from a protective order);
 - Attend oral arguments and present such arguments to the court of appeals;
 - conducting legal research and analyzing statutes, judicial decisions, and other legal sources;

- assisting with review of motions and preparation of separate writings and related work, as assigned;
- Civil
 - Handle all aspects of civil matters involving the county including open records requests pursuant to the Public Information Act, preparing briefs to submit to the Attorney General's Office, reviewing contracts, and advising the Commissioner's Court, and attending Commissioners Court.
- CPS
 - Represent The State of Texas in all CPS matters handled by the Criminal District Attorney's Office;
 - Attend court dockets and hearings;
 - Efficiently manage a caseload;
 - Prepare CPS cases for hearings, gather and review evidence, locate and interview victims and witnesses, interview police officers, plan jury trials, and review case law; and
 - Prosecute CPS trials, select juries, make opening statements, question witnesses, introduce evidence, and make arguments before both judges and juries.

MINIMUM QUALIFICATIONS:

Applicants must have the following qualifications:

- license to practice law in the State of Texas;
- knowledge of legal principles in civil areas;
- knowledge of the Texas Rules of Appellate Procedure, Uniform System of Citation, and Texas Rules of Form.
- 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 appellate court or clerkship experience;
- Trial experience and experience handling appeals;
- 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;
3. law school transcripts and class rank or explanation from law school of general percentile rankings;
4. Writing sample(s) (no more than three). File-marked samples are preferred.