

# Appellate Chief Prosecutor

**Employer:** Liberty County District Attorney's Office

**Location:** Liberty, Texas

The Liberty County District Attorney's Office will have an opening for an Appellate Chief Prosecutor, effective immediately.

## Summary

This position requires extensive and thorough knowledge of Texas Criminal Law, the Texas Rules of Appellate Procedure, and the Texas Code of Criminal Procedure. The Appellate chief is primarily responsible for assisting the Liberty County District Attorney's Office with handling legal matters through the appellate process, including but not limited to direct appeals, writs of mandamus, post-conviction writs of habeas corpus, jury charges, and expunctions/non-disclosures. Given the skillset of the candidate, this position may include civil asset forfeiture and a small trial caseload.

## Major duties include:

- Handles all aspects of criminal appellate prosecution including writing of briefs, writs of mandamus, and responses to post-conviction writs of habeas corpus.
- Providing legal advice to trial prosecutors including the ability to conduct quick and accurate legal research for trial prosecutions.
- Prepare and present oral arguments to the courts of appeals.
- Preparation of jury charges.
- Handle all aspects of expunctions and non-disclosure requests which includes but is not limited to filing answers, reviewing orders from applicants, and attending both contested and uncontested hearings.
- Participates in training activities.
- Able to report regularly for work and be on time. Attendance is an essential function of the job.
- Able to travel to and from work and if on call, to scenes as necessary or requested.
- Performs related duties as requested by the District Attorney.

## Qualifications:

- Graduation from an accredited school of law.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with practicing law for a minimum of five years.
- Comprehensive knowledge of the ethical principles of law.
- Current membership in the State Bar of Texas.
- Must be able to conduct self in a professional manner and develop and maintain good working relationships with visitors, co-workers, witnesses, victims, attorneys, judges and Liberty County officials.
- Must pass a pre-employment drug test paid by Liberty County.
- Must be able to pass a thorough background investigation conducted by Liberty County.

Starting salary is \$120,000 plus, depending on experience.

Submit resumes and references via email or mail to:

Jennifer L. Bergman  
District Attorney  
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