



JOB DESCRIPTION

SECOND ASSISTANT COUNTY ATTORNEY

CLASS NO. 1011

EEOC CATEGORY:

PAY GROUP: 116

FLSA: Exempt

SUMMARY OF POSITION

Performs a variety of functions to prepare cases for prosecution; prosecutes cases in court; provides legal counsel to elected and appointed county officials; and performs other legal functions as assigned.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: County Attorney and First Assistant County Attorney.
2. Directs: This is a non-supervisory position; however, it does provide direction to Executive Secretary (County Attorney), Legal Assistant - Civil (County Attorney); Legal Secretary (County Attorney); and any additional administrative staff as directed by the County Attorney, as well as the and part-time, temporary and volunteer employees.
3. Other: Has regular contact with the County Judge; District Judge; Commissioners Court; County Sheriff's office; Environment Office; other county departments; law enforcement agencies; child protective services; victim assistance agencies and the general public.

EXAMPLES OF WORK

For the purpose of compliance with the Americans with Disabilities Act (ADA), this job description does not take into account potential reasonable accommodations.

Essential Duties:

- Under the direction of the County Attorney or First Assistant County Attorney, oversees and assigns tasks to administrative staff; assists in the development and ongoing maintenance of the county-wide online code of ordinances;
- Assists First Assistant County Attorney in preparation and prosecution of Child Protective Service cases, Protective Orders, Environmental Nuisance criminal and civil cases, assists in reviewing new cases to determine need to prosecute;
- Conducts legal staffing with clients; reviews case files; coordinates the collection of relevant records such as photographs, video footage, law enforcement reports, hospital records, and other documentation across multiple agencies;
- Staff child welfare cases when needed for emergency removals that occur in the field;

- Represents the county in the prosecution on civil, child protective services, mental commitments, protective orders, nuisances, environmental, before county and district courts;
- Reviews the county contracts, jail complaints, and employment related issues as directed by County Attorney;
- Conducts statutory hearings, motion hearings, emergency hearings, pre-trial proceedings and trials;
- Prepares legal documents including petitions, motions, and orders in support of prosecution efforts;
- Attends permanency meetings, circles of support, and family group conferences to support collaborative child welfare efforts;
- Participates in local DFPS training events and contributes to round table discussions;
- Attends Commissioners Court sessions in the absence of the County Attorney;
- Conducts legal research and prepares memoranda on issues relevant to the County Attorney's Office;
- Investigates complaints, interviews witnesses, examines physical evidence, and resolves questions of law in the preparation of cases;
- Conducts pretrial hearings on motions submitted by defense counsel; answers questions from the public;
- Monitors the status of assigned cases pending before the courts; and

Other Important Duties:

- Attends continuing education courses as required to maintain license through the State Bar of Texas and as directed by the County Attorney; participates in additional seminars and training programs as needed to ensure ongoing proficiency in all relevant legal fields associated with the County Attorney's office; and
- Performs such other related duties as may be assigned.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of the job.

Ability to lift up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Frequent reaching with arms, bending, twisting, standing, walking, stooping, and climbing stairs; and

Constant sitting and/or use of computer and office equipment.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: application of legal principles to individual cases or problems; the Texas Code of Criminal Procedure, Texas Government Code, Texas Open Meetings Act, Texas Health and Safety Code as well as other state laws, regulations, and precedents; methods and practices of pleading cases; and effective techniques of presentation of cases in court.

Skill/Ability to: understand and interpret complex constitutional provisions, statutes, and administrative regulations and precedents' deal with people tactfully; establish and maintain effective working relationships with members of the legal profession, law enforcement agencies, fellow employees, and the general public; and maintain appropriate necessary certifications.

ACCEPTABLE EXPERIENCE AND TRAINING

Juris doctor degree from an accredited law school, Texas law license in good standing, and at least six (6) month of experience practicing law, preferably civil and family law;

Or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

License to practice law in the State of Texas by the State Bar of Texas; and

Appropriate Texas Driver's License.