

# Assistant Criminal District Attorney

## Salary

\$75,000 – \$115,000 annually (based on experience)

## Location

Bonham, TX

## Job Type

Full-Time Regular

## Department

Criminal District Attorney

## Opening Date

02/03/2025

## Summary

Responsible for handling all matters under the jurisdiction of the Fannin County Criminal District Attorney's office, including, but not limited to: felony and misdemeanor cases; juvenile matters; protective order proceedings; and civil forfeiture.

**Individuals in this position serve at the pleasure of the current elected official.**

## Responsibilities

- Prosecutes felony and misdemeanor crimes committed by adults and juveniles, including jury and non-jury trials.
- Handles assigned case load from in-take through disposition.
- Manages a criminal docket in both district and county court at law.
- Notifying and communicating with victims about the status of specific cases.
- Evaluates cases for presentation to the grand jury by reviewing police incident and investigation reports, reviewing criminal histories, requesting additional investigative information as needed, interviewing and preparing witnesses for court, issuing subpoenas, and drafting indictments.

- Conducts negotiations and other legal discussions with opposing counsel, including pre-trial legal issues, evidentiary suppression issues, and sentencing hearings.
- Screens protective orders, negotiates resolutions, and represents applicants in hearings.
- Counsels and discusses cases with probation officers, law enforcement officials, victims, and witnesses.
- Ensures that trial and other legal deadlines are met.
- Some positions handle cases before Justices of the Peace.
- Represents the state in magistration hearings, bond hearings, hearings relating to emergency protective orders, and examining trials.
- Attend hearings either remotely or in person, as required, at irregular times and dates, including weekends and some holidays relating to participation by counsel at magistration.
- Performs other duties as assigned.

### **Education and/or Experience**

- Juris Doctorate from an accredited law school.
- At least three (3) years of experience working as a licensed attorney (preferred).
- Capable of handling complex cases and litigation and work in both a team setting as well as individually
- Able to effectively conduct legal research on either West Law or Lexis Nexis.

### **Other Qualifications, Certificates, Licenses, Registrations**

- Licensed to practice law in the State of Texas (and in good standing with the State Bar)
- Attends and participates in law enforcement TLETS training and annual continuing legal education as required by the State of Texas.
- Valid Texas driver's license.

### **Agency**

Fannin County Criminal District Attorney

### **Address**

800 E. 2<sup>nd</sup> Street

Bonham, TX 75418

**Phone**

903-583-7448

**Application Process**

To be considered for employment, please submit your resume and an Employment Application found on the Fannin County website at <https://www.co.fannin.tx.us/page/fannin.Jobs.Openings>

All applications/resumes should be sent to the attention of: Nathan Young, First Asst. Criminal District Attorney at [Nyoung@fanninco.net](mailto:Nyoung@fanninco.net)