

COUNTY OF POTTER  
EMPLOYMENT OPPORTUNITIES

AN EQUAL OPPORTUNITY EMPLOYER

The 47<sup>th</sup> District Attorney's Office has an immediate opening for qualified individuals to fill the following position(s):

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**JOB TITLE**                      **ASSISTANT DISTRICT ATTORNEY**

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**JOB DESCRIPTION:** Under general direction from the elected 47<sup>th</sup> District Attorney, this position represents the State in all matters handled by the 47<sup>th</sup> District Attorney Office. Screens, files and Prosecutes felony crimes; handles assigned cases from intake through appeal. Evaluates cases for filing or presentation to the grand jury by reviewing police incident and investigative reports, examining physical evidence and crime scenes, interviewing witnesses, surveying criminal histories, directing additional investigation when necessary, and drafting charging instruments. Counsels and discusses cases with probation officers, law enforcement officials, victims, and witnesses. Handles all necessary pre-trial matters including plea-bargain/sentencing negotiations and evidentiary/suppression hearings. Prepares cases for trial by issuing subpoenas, preparing witnesses, manufacturing trial exhibits, filing all necessary motions and notices, and generating trial strategies. Conducts trial of cases to a jury or to the bench by selecting jury panels, presenting evidence, cross-examining opposing witnesses, and making legal arguments. Handles appeals by reviewing court transcripts, assessing all relevant legal issues, conducting legal research, preparing briefs, and presenting oral arguments to the Court of Appeals if necessary. Provides training for law enforcement agencies and advocate groups. Gives lectures to law enforcement, community groups and civic organizations. Responds to citizen inquiries regarding legal issues and current cases.

**SKILLS REQUIRED:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of bond forfeitures and asset seizures and forfeitures
- Knowledge of the methods, practices, and courtroom procedures involved in civil and criminal matters
- Knowledge of relevant criminal and civil laws including statutes, rules of evidence, case law and appellate procedures
- Knowledge of the general principles of criminal case administration and methods of criminal justice practice
- Knowledge of Potter County 47<sup>th</sup> District Attorney's office regulations, policies, and procedures Knowledge of the general methodologies and practices employed by Potter County law enforcement agencies
- Skill in reviewing and interpreting complex legal issues
- Skill in screening and preparing cases for filing or presentation to a grand jury
- Skill in prosecuting both misdemeanor and felony cases
- Skill in preparing and presenting cases for appellate review Skill in managing a mixed civil and criminal caseload
- Skill in establishing and maintaining effective working relationships with supervisors, co-workers, other law enforcement agencies and the public

- Attends and participates in law enforcement TLETS training and annual continuing legal education as required by the State of Texas.

**EDUCATION AND EXPERIENCE:** Juris Doctorate from an accredited law school.  
Must have license to practice law in the State of Texas and be in good standing with the State Bar of Texas.

**STARTING SALARY:** \$95,000.00 plus based on your experience level. Benefits include access to a quality health insurance plan for employees and eligible dependents and enrollment in a defined retirement plan through the Texas County and District Retirement System.

Annual leave for new hires includes, 13 holidays and 10 vacation days. Sick leave accumulates at one day per month. State Bar dues, (from the time of hire forward), CLE and membership in TDCAA and the Amarillo Area Bar Association will be paid by the 47<sup>th</sup> District Attorney's Office for the selected candidate.

**PHYSICAL ACTIVITIES REQUIRED:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is regularly required to talk and hear.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee usually works in a normal office setting or in a courtroom setting. The employee must interview and prosecute criminals, and is occasionally exposed to health or physical hazards.

Applicants should anticipate a complete and thorough background investigation and review of any criminal history. Candidates selected for an interview will be notified by phone or mail and will be required to travel to Amarillo for a face to face interview. **Travel expenses for required interview cannot be reimbursed.**

Submit resume to:  
Randall Sims  
47<sup>th</sup> District Attorney  
501 S. Fillmore, Suite 5A  
Amarillo, TX 79101  
E-mail: [veronicacoffee@co.potter.tx.us](mailto:veronicacoffee@co.potter.tx.us)  
806-379-2325

Interested candidates may also submit a Potter County employment application (accessible at [www.co.potter.tx.us](http://www.co.potter.tx.us)) and forward said application letter of interest, resume, and references to:

Potter County Human Resources Department  
900 South Polk Street, Suite 705  
Amarillo, Texas 79101  
E-mail: [terrirobertson@co.potter.tx.us](mailto:terrirobertson@co.potter.tx.us)

**APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED**

**POTTER COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISIONS OF SERVICES.**