



ECTOR COUNTY, TEXAS
HUMAN RESOURCES DEPARTMENT

ASSISTANT COUNTY ATTORNEY
COUNTY ATTORNEY'S OFFICE

The Ector County Attorney's Office is in need of an Assistant County Attorney. The Assistant County Attorney will be under the supervision of the County Attorney.

PRIMARY DUTIES: The Assistant County Attorney will interact routinely with Judges, court staff, law enforcement, defense attorneys, pro se defendants, victims, witnesses and office staff in the preparation and prosecution of criminal litigation. The work involves all aspects of prosecution of misdemeanor offenses, including case screening, preparation of pleadings, motions, affidavits, warrants and other paperwork as necessary, witness preparation, securing and marshaling of evidence, representation of the State of Texas in pretrial proceedings, as well as in criminal bench trials and jury trials in justice courts; formulation, justification and communication of plea offers in misdemeanor cases; perform legal research necessary to effectively represent the State of Texas in criminal cases; preparation of briefs and other paperwork required in appeals of criminal cases and, ultimately, participating in argument, if appropriate; advising law enforcement agencies and officers on issues of criminal law and criminal procedure; answering public inquiries and inquiries from other governmental agencies regarding the duties of the County Attorney's office; and will perform other duties as assigned by the Criminal Division Chief or the County Attorney.

MINIMUM QUALIFICATIONS: Candidates must have a Juris Doctorate Degree or equivalent degree from an accredited law school with a license to practice law in Texas, be in good standing with the State Bar of Texas and possess a valid Texas Driver's License with an insurable driving record. A background investigation of each applicant, including review of any criminal history information, may be conducted.

SALARY: Depending on experience (DOE) plus excellent benefits; work days & hours: Monday-Friday; 8:00am to 5:00pm; occasional after hours depending on court hearings

DEADLINE: Until sufficient applications have been submitted for consideration

Please apply in Human Resources Department at Ector County Annex Building 1010 E. 8th Street, Room 126, Odessa, Texas. Ector County does not discriminate on the bases of race, color national origin, sex religion, age and disability in employment or the provision of services.

Notice: Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (JHS), with information from each new employee's Form I-9 to confirm work authorization. Passing a pre-employment urinalysis drug screen is required.

05/14/18

Job #605