

Job Posting
Assistant District Attorney
Cherokee County

FLSA Classification

Exempt

\$90,000 - \$110,000 Grant funded position

Position Summary

The Assistant District Attorney is responsible for prosecuting felony criminal cases from initial review through final disposition, including sentencing and post-conviction matters, as assigned. This position also handles related legal matters, including asset forfeiture, appellate briefing, mental health proceedings, public information requests, and bond forfeitures. The Assistant District Attorney works closely with law enforcement, victims, witnesses, court personnel, and the public in carrying out the mission of the District Attorney's Office.

Essential Functions

- Review, evaluate, and screen criminal cases for filing, grand jury presentation, plea negotiations, trial, and appeal.
- Prepare and prosecute felony criminal cases through all stages of the judicial process.
- Conduct legal research and draft pleadings, motions, briefs, responses, and other legal instruments necessary for prosecution.
- Represent the State in court proceedings, including docket settings, hearings, plea proceedings, trials, sentencing, and other related matters.
- Prepare cases for trial, including witness preparation, exhibit review, and coordination with law enforcement and victims.
- Advise and assist law enforcement officers regarding warrants, subpoenas, probable cause, charging decisions, and elements of criminal offenses.
- Handle assigned appellate matters, including preparation of briefs and related legal filings.
- Manage asset forfeiture cases, bond forfeitures, mental health proceedings, and public information requests as assigned.
- Maintain accurate case files and case-related records in accordance with office policy and applicable law.
- Perform duties in compliance with all ethical obligations, office policies, and applicable federal and state law.

Additional Duties and Responsibilities

- Perform other duties as assigned by the District Attorney.
- Assist with office-wide initiatives, training, and special projects as needed.

Knowledge, Skills, and Abilities

- Knowledge of criminal law, criminal procedure, rules of evidence, and appellate procedure.
- Knowledge of the Texas Disciplinary Rules of Professional Conduct and the ethical responsibilities of a prosecutor.
- Strong legal research, writing, courtroom advocacy, and negotiation skills.
- Ability to analyze complex legal and factual issues and exercise sound judgment.
- Ability to manage a high-volume caseload and meet deadlines.
- Ability to communicate clearly and effectively, both orally and in writing.
- Ability to work professionally and effectively with law enforcement, victims, witnesses, court staff, and the public.
- Ability to maintain confidentiality and handle sensitive matters with discretion.
- Proficiency in standard office technology and software, including Microsoft Office applications and case management systems.

Minimum Qualifications

- Juris Doctor degree from an accredited law school.
- Licensed to practice law in the State of Texas and a member in good standing with the State Bar of Texas.
- Valid driver's license and ability to travel as needed for court, training, interviews, and official duties.

Work Environment

- Work is primarily performed in an office, courtroom, and courthouse environment.
- Duties may involve exposure to stressful, sensitive, or emotionally charged situations, including graphic evidence and difficult testimony.
- Occasional travel may be required for training, hearings, trial preparation, interviews, and related duties.

Physical Requirements

- Ability to remain in a stationary position for extended periods during the workday.
- Ability to move throughout the office, courtroom, courthouse, and other work-related locations.
- Ability to operate a computer, printer, telephone, and other standard office equipment.
- Ability to bend, stoop, reach, and retrieve files or materials as needed.
- Ability to communicate effectively in person, by phone, and in writing.
- Ability to transport files, documents, trial materials, and related items weighing up to 40 pounds on an occasional basis.
- Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

Additional Provision

This job description is intended to describe the general nature and level of work performed and is not an exhaustive list of all duties, responsibilities, or qualifications. This job description may be revised or changed at any time.

Submit application and resume to Human Resource Director, 135 S. Main, Rusk, TX 75785, (903) 683-5367 office, by fax to (903) 683-1186. Application may be obtained from the web at www.co.cherokee.tx.us and click on Jobs, or email hr@cocherokee.org. Cherokee County is an Equal Opportunity Employer and participates in E-Verify.

This posting may close at any time once a sufficient number of applications have been received.

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