

NOTICE OF POSITION OPENING

Gillespie County, Texas First Assistant County Attorney For COUNTY ATTORNEY OFFICE

APPLICATION PERIOD OPEN

This Application Posting May Close At Any Time
Once a Sufficient Number of Applications Have Been Received
Or Position Filled

For additional information please call

Chris Nevins @ 830-990-0675

Or

Laura Lundquist @ 830-997-6521

pertaining County benefits

Return Applications To:

GILLESPIE COUNTY ATTORNEY OFFICE

GILLESPIE COUNTY ANNEX #1

125 West Main Street Suite L41

Fredericksburg, TX 78624

Email to countyattorney@gillespiecounty.org

Applications may be submitted via FAX to 830-992-2615

GILLESPIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

**COUNTY OF GILLESPIE, TEXAS
JOB DESCRIPTION**

**First Assistant County Attorney
For
County Attorney Office**

JOB CODE:

FLSA CLASSIFICATION: Exempt, Elected Official personal staff

OCCUPATIONAL CATEGORY: Law Office

PAY SCHEDULE: Pay Group 27 ... Salary Range \$59,356.56 entry level - \$86,067.02

Gillespie County pays bi-weekly. Wages are based on the County Pay Schedule and Pay Groups within that Schedule. Pay Groups are reflected in three stages: Entry, Midpoint, and Maximum point range. These are informational points only and do not indicate pay levels or levels of pay increases. Normally new staff comes in at the entry level. Pay rate changes generally take place only at the beginning of the County's fiscal year (October 01, yyyy) unless an exception is so noted in the adopted budget. All non-exempt employees are paid on a per hour basis.

County positions shall be reviewed at least annually ... may include, but not limited to review of essential duties/functions, necessity of position, wage scale rating, and budgetary factors.

PAY PLAN:

The wage for this position is established according to the County Pay Schedule. This is an exempt position ... County Attorney personal staff.

Wages are paid biweekly.

LEAVE PLANS: ... Leave/Benefit Plans may include, but are not limited to the following and are subject to change:

Vacation: Accruals are credited on a biweekly basis and available for use as it is accrued after 1 full year of continuous service. Year to year carry-over accruals are limited to twice the employee's annual rate.

Sick Leave: Accruals are credited on a biweekly basis and available for use as it is accrued. Employees accrue 48 hours of sick leave per year.

Holidays: Commissioners Court approved holidays.

BENEFIT PLANS: ... Leave/Benefit Plans may include, but are not limited to the following and are subject to change:

Retirement Plan: Mandatory participation in the county sponsored retirement plan (Texas County & District Retirement System).

Group Medical Coverage: The County provides and pays for employee major medical and prescription drug coverage ... employee enrollment is not mandatory.

Social Security / Medicare: The County is a social security employer ... employee wages are subject to social security and Medicare taxes.

Section 125: The County offers a Section 125 Cafeteria Plan ... flexible benefit, premium deferred only plan for qualifying coverage.

Other: The County provides workers' compensation and unemployment coverage.

SUPPLEMENTAL ELECTIVE COVERAGES:

Supplemental elective coverage(s) ... such as: accident, dental, life, cancer, heart; and membership in emergency transport coverage plan(s), are offered through payroll deduction.

The County does not contribute towards the coverage(s) costs.

OTHER:

Deferred Compensation Plan (457k) is offered for employee participation. The County is not a contributor to the plan.

GENERAL DESCRIPTION OF POSITION PURPOSE and OBJECTIVE:

To act in the place of the County Attorney in the County Attorney's absence. This position is next in line of authority below the County Attorney and above all other positions. Upon request of County Attorney, the First Assistant is responsible for assisting the County Attorney concerning all functions and personnel in the County Attorney's Office. The First Assistant County Attorney is responsible for assisting in the prosecution and management of criminal cases in the County Court, Justice Court and District Court, assisting in the processing of Juvenile cases, and representing victims of family violence in protective order hearings.

ORGANIZATIONAL RELATIONSHIP:

REPORTS TO: Under general supervision of the County Attorney.

RESPONSIBILITY FOR OTHERS: Supervises attorney and non-attorney employees.

CONTACTS: Has frequent contact with general public (including law enforcement officers, crime labs, witnesses, attorneys, and court personnel), county employees, and officials / employees from other governmental organizations.

ESSENTIAL DUTIES / FUNCTIONS ... Essential duties/functions may include, but are not limited to the following:

- Represents the state in trial of Class A and B misdemeanors, juvenile misdemeanors and felonies, traffic offenses and other class C misdemeanors in Justice Courts, and work with the adult and juvenile probation offices.
- Confers with the County Attorney on matters of policy and procedure, and implements decisions; prepares and submits periodic managerial reports on organizational functions.
- Assists in the hiring of personnel and in developing performance evaluations; trains, directs and supervises attorney and non-attorney employees; trains law enforcement.
- Reviews offense reports to determine whether the facts as alleged amount to violation of law, and if so, the proper charges to be filed. Evaluates available evidence and determines if there is sufficient credible evidence to prove the commission of the offense beyond a reasonable doubt. If it is determined that evidence is adequate, with assistance of staff, prepares and files the proper charges in the court with jurisdiction. If it is determined that evidence is insufficient, works with the appropriate law enforcement agency to assemble evidence, or with concurrence of the County Attorney, rejects the case or files charges for a lesser included offense as appropriate.
- Attends court sessions for pre-trial hearings and trials, assisting the County Attorney as required and directed. Communicates with defense attorneys to schedule hearings and trials and assists the County Attorney in negotiations with defense attorneys to achieve a satisfactory resolution of assigned cases. Supervises Assistant County Attorneys in the performance of their duties.
- Meets with law enforcement officers, witnesses, and others to review case files, evaluate and assemble evidence, and prepare for hearings and trials.
- Meets with victims of family violence, law enforcement and victim assistance personnel to review evidence, and determine if there is sufficient credible evidence to proceed with obtaining protective orders. With assistance of staff, prepares and files pleadings to request issuance of protective orders. As directed by the County Attorney, either assists in preparing for hearings and presenting evidence to obtain protective orders, or prepares for hearings and present evidence to obtain protective orders.
- Reads, researches and interprets applicable law to assist in determining strategies and evaluating probable outcomes of cases.
- Attends meetings and other organizational functions on behalf of the County Attorney's Office as directed.
- Assists the County Attorney in preparing cases, appeals, motions, briefs, discovery compliance and other related court documents.

OTHER DUTIES / FUNCTIONS ... Other duties/functions may include, but are not limited to the following:

- Perform additional duties as directed by the County Attorney.

WORKING CONDITIONS AND SCHEDULES:

COUNTY FACILITIES AND VEHICLES:

County facilities including vehicles are smoke-free and alcohol-free working environments.

PHYSICAL DEMANDS:

While performing the duties of this position, the incumbent is regularly subjected to daily and prolonged repetitive motor movements ... such as:

- Computer data entry
- Use of other office equipment (calculator, telephone)
- Prolonged sitting and extended periods of standing
- Daily placement of records within filing system requires:
 - Stooping / bending over
 - Lifting / pulling storage files

The request for assistance with extremely heavy or cumbersome object(s) is required for personal and material safety.

ENVIRONMENTAL DEMANDS:

Working conditions consist of normal office environment (general air conditioned / heated environment) in single-person work area.

SCHEDULES:

Normal work schedule is Monday through Friday. Unscheduled hours ... including holidays, and/or weekends ... may be required in the case of excessive workloads, unforeseen personnel shortfalls, or emergency situations. Regular work attendance is essential. Incumbent must arrive at work on time, prepared to perform assigned duties, and work assigned schedule. Requested accommodations to work hours and schedules are considered on an individual basis. Incumbent must submit time off requests and report any absences to Department Head or his/her designee.

Incumbent may be required to attend job related seminars, conferences, and/or training. Attendance could require out of town travel with/without overnight stay.

MINIMUM REQUIREMENTS / QUALIFICATIONS ... of applicant

EDUCATION and EXPERIENCE:

- Juris Doctor Degree
- Five (5) years prosecution and/or criminal defense experience
- Must have extensive criminal jury trial experience and be willing to try cases
- Any combination of training, education, and experience that would provide the required knowledge, abilities, and license

SECURITY RERQUIREMENTS:

Must be able to obtain and maintain a Texas Department of Public Safety (DPS) CJIS security clearance.

For more information on CJIS requirements visit the Texas DPS CJIS System Access policy and chart within the documents section: <https://www.txdps.state.tx.us/SecurityReview/documents.htm>

TESTING:

Gillespie County will conduct background checks on new hires that will include a criminal background check related to convictions and deferred adjudications for required security clearance ... may include credit reports, motor vehicle records, employment records, and educational attainment. A conviction or deferred adjudication is not an automatic bar to employment unless it prevents receiving the required security clearance. Each case is considered individually.

LICENSE:

Must be licensed to practice law in the State of Texas.

SELECTION CRITERIA:

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Criminal law and procedures;
- Juvenile law and procedures;
- Family law regarding protective orders and procedures;
- County orders, policies and procedures;
- Modern office procedures and equipment; and
- Correct English usage and grammar.

Skills and Abilities to:

- Exercise judgment, decisiveness, and creativity required in uncertain, highly stressful situations;
- Manage personnel in the most effective, positive and beneficial manner to carry out the mission of the County Attorney's Office;
- Read, understand, interpret, and apply information contained in statutes, court decisions, briefs and opinions;
- Provide guidance to others on correct application of laws, court orders, regulations, and procedures to specific situations;
- Communicate verbally and in writing so as to permit comprehension by others;
- Understand and correctly exchange information with supervisor and co-workers when giving and receiving assignments and instructions;
- Communicate in person, by telephone, and electronically, and interact in a courteous, respectful and effective manner with the general public, judges, jurors, court personnel, elected and appointed officials of the County, City, State and any other organizations;
- Follow safe work practices including workplace safety policies and procedures;
- Walk, stand and sit for long periods of time;
- Perform light physical and intellectually stressful work in an office and/or courtroom environment in a mainly sedentary position;
- Safely operate motor vehicles and travel locally and out of town;
- Operate office equipment, including computer, copier and facsimile machine in an effective and professional manner, including internet acquisition, electronic communication and word processing;
- Defend and enforce the laws of the United States of America and the State of Texas;
- Promote the fair, impartial and expeditious pursuit of justice; and
- MAINTAIN AT ALL TIMES MORAL, ETHICAL AND PROFESSIONAL CONDUCT IN KEEPING WITH THE HIGH CALLING OF A PROSECUTOR.

ADDITIONAL REQUIREMENTS:

- Regular work attendance is essential and required.
- Gillespie County requires consent for criminal background check from all applicants.

- Resumes are accepted, but will not serve in lieu of an official completed Gillespie County Application for Employment.

DISCLAIMER

The preceding statements are intended to describe the general nature and level of work being performed by people assigned to this classification/job description. They are not intended to be construed as an exhaustive list of all responsibilities, duties, skills, and certifications required of personnel so classified.

All benefits of employment with the County are subject to review and change at any time. The County makes no guarantee as to future benefits of employment. All benefits, programs, rules and policies of the County are subject to exceptions or change at any time, as decided by the County. The County will have the right to change your location for work, your salary and benefit programs, its personnel policies and any other privilege or condition of employment at any time for any reason, with or without prior notice.