

COUNTY OF POTTER  
EMPLOYMENT OPPORTUNITIES

AN EQUAL OPPORTUNITY EMPLOYER

The County of Potter needs qualified individuals to fill the following positions. If you are interested in a position and feel that you are qualified or if you know someone who might be qualified for this position, **submit resume to Randall Sims, District Attorney, 501 S. Fillmore, Suite 5A, Amarillo, Tx 79101; 806/379-2325 or 800-687-2325**. Applicants will be interviewed only if they meet the necessary requirements and qualifications for the following:

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**JOB TITLE                      ASSISTANT DISTRICT ATTORNEY**

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**JOB DESCRIPTION:** Under general direction from the elected District Attorney, this position represents the State in all matters handled by the 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. Tries both jury and court-trial cases 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 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 and two (2) years experience in prosecution . Must have license to practice law in the State of Texas and be in good standing with the State Bar of Texas.

STARTING SALARY: \$60,000's plus depending on experience

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.

**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.

COUNTY OF POTTER  
EMPLOYMENT OPPORTUNITIES  
CENTRAL PERSONNEL

AN EQUAL OPPORTUNITY EMPLOYER

The County of Potter needs qualified individuals to fill the following positions. If you are interested in a position and feel that you are qualified or if you know someone who might be qualified for this position, contact the Personnel Department, 7<sup>th</sup> Floor, Room 705, of the Santa Fe Building, 900 S. Polk, or call 349-4831. Applicants will be interviewed only if they meet the necessary requirements and qualifications for the following:

**JOB TITLE:**                   **TECHNICIAN II / CONSTRUCTION**

**JOB REQUIREMENTS:**       Knowledge and 5 years experience of actual work in full construction trades a must, knowledge and 3 years experience in commercial HVAC and mechanical operations, maintenance and preventive maintenance.

**JOB DESCRIPTION:**       Perform duties in full construction from design, to actual work and cost estimating, manage multiple projects and deadlines. Perform duties in commercial HVAC, boiler operation, maintenance, preventive maintenance, emergency response, building automation operations, etc. Six (6) months introductory period of employment.

**JOB DUTIES:**               Display and maintain knowledge in all aspects of full construction from design, blue print reading, code enforcement requirements, perform actual construction and finish work as required. Perform work duties in heating, electrical, plumbing, construction, demolition, concrete work, carpenter rough in and finish work, painting, drywall, plaster, preventive maintenance, code enforcement, blue print reading, schematic reading, computer operations. Make proper decision and evaluate work to be performed and manage multiple projects and deadlines by performing work. Establish & maintain safety and welfare of county facilities and equipment, etc.

**EQUIPMENT USED:**       Carpenter tools, concrete, construction tools and equipment, electric meters, power tools, hand tools, plumbing and sewer machines, extension and step ladders, scaffold, conventional and airless spray equipment, computers, but not limited to.

**REQUIRED:**                 VALID TEXAS DRIVERS LICENSE – In good standing, driving record will be verified. High School Education or Equivalent.

**WORK HOURS:**             7:30 a.m. to 4:00 p.m. Monday – Friday or  
7:00 a.m. to 3:30 p.m., Monday – Friday  
Emergency after hour Response and On Call Duty.

**OFF DUTY HOURS:**       Able to work on call schedule (weekends & holidays), emergency response.  
Open early duty.

**PHYSICAL ACTIVITIES REQUIRED:**       Including but not limited to: bending, carrying, cleaning, crouching, cutting, kneeling, lifting 40 pounds and over, digging, drilling, handling, hearing, holding, repairing twisting, stooping, , reading, installing, sitting, walking, climbing, turning, unloading, crawling, standing, driving, etc.

**STARTING SALARY:**       \$2,489.82 per month

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