

COUNTY OF POTTER
EMPLOYMENT OPPORTUNITY
Guardian Ad Litem

The Potter County Commissioners Court is seeking applicants for an attorney to serve full-time as guardian ad litem in all Potter County CPS cases to which s/he will be appointed by the High Plains Child Protection Court. Interested applicants should contact the Human Resource Department, Room 705 of the Santa Fe Building, 900 S. Polk, or call 349-4831. Applications will be accepted until the position is filled. Qualifying applicants may be selected for an interview with the advisory committee. The advisory committee will make a recommendation for appointment by the Commissioners Court. The Commissioners Court will ultimately select and supervise this position.

The starting budgeted-salary for this position is \$ 80,000.00 plus county benefits, including access to a quality health insurance plan and enrollment in a defined benefit retirement plan through the Texas County and District Retirement System, www.tcdrs.org. Annual leave includes 13 holidays and 10 vacation days. Sick leave accumulates at one day per month. State Bar dues, CLE classes, and memberships in the Texas District and County Attorneys Association and the Amarillo Area Bar Association will be paid by the County. In addition, funds have been budgeted for the hiring of one administrative support staff position.

The attorney will be appointed by the High Plains Child Protection Court to represent the best interests of children in cases in CPS cases in accordance with Texas Family Code § 107.002. Essential functions for the attorney will include all aspects of representing the best interests of children in CPS cases, such as investigating and reviewing relevant medical, psychological, and school records to determine the best interests of the child, and making such recommendations to the court.

The position involves primarily indoor work assignments. Lifting of materials up to 25 pounds may be necessary. Candidates should be proficient in electronic legal research such as Westlaw, and comfortable with learning case management software.

Essential functions of the position also include daily interaction with court personnel, defense counsel and their staffs, the Department of Family and Protective Services, law enforcement officers, and members of the public, all in a professional and courteous manner. Regular and timely attendance at work is, of course, an essential function of the position.

Candidates must have a J.D. or equivalent degree from an accredited law school and a license to practice law in Texas. A background investigation of each applicant, including review of any criminal history information, may be conducted. Candidates selected for an interview will be notified and will need to travel to Amarillo for the interview. Interview expenses cannot be reimbursed. Interested candidates should submit a letter of interest, resume, writing sample, and references to:

Judy Woodard, Director of Human Resources
900 S. Polk, Suite 705
Amarillo, Texas 79101

Email: judywoodard@co.potter.tx.us

Potter County is an Equal Opportunity Employer.