

COUNTY OF POTTER
EMPLOYMENT OPPORTUNITIES

AN EQUAL OPPORTUNITY EMPLOYER

The 47th District Attorney's Office has an immediate opening for a felony criminal appellate prosecutor. If you are interested and feel you are qualified or if you know someone who might be qualified for this position, **submit resume to Randall Sims, 47th District Attorney, 501 S. Fillmore, Suite 5A, Amarillo, TX 79101; 806/379-2325 or 800-687-2325.** Applicants may be interviewed only if they meet the necessary requirements and qualifications for the following:

JOB TITLE **ASSISTANT DISTRICT ATTORNEY - APPELLATE DIVISION**

POSITION(S) OPEN: Experienced criminal appellate attorney.

JOB DESCRIPTION: Under general direction from the elected 47th District Attorney, this position represents the State in all appellate and post-conviction matters handled by the 47th District Attorney's Office. The 47th District Attorney's Office is seeking an attorney with five or more years of experience in the practice of criminal law. However, all otherwise qualified candidates are welcome to apply. Candidates with significant practical legal experience, a strong background in appellate procedure, and legal research and writing will be given preference.

Duties of the position will primarily include representing the 47th District Attorney's Office in appeals of felony convictions in the Texas Courts of Appeals and the Texas Court of Criminal Appeals. The successful candidate will handle appeals by reviewing court transcripts, assessing all relevant legal issues, conducting legal research, preparing briefs, and presenting oral arguments to the Texas Courts of Appeals and the Texas Court of Criminal Appeals as necessary. The position may also require appearances at post-conviction hearings in the state district courts or the federal district court. Other duties may also include performing related tasks such as review of appellate motions and records, as well as serving as a resource for other divisions of the office and prosecutors throughout the Panhandle.

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 47th 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.
Must have license to practice law in the State of Texas and be in good standing with the State Bar of Texas.

STARTING SALARY: \$80,000 plus depending on your experience level, coverage under the Potter County Health Plan for employees and eligible dependents is available. State Bar dues, (from the time of hire forward), CLE and membership in TDCAA will be paid by the 47th District Attorney's Office for the selected candidate.

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.

Applicants should anticipate a complete and thorough background investigation and review of any criminal history. Candidates selected for an interview will be notified by phone or mail and will be required to travel to Amarillo for a face to face interview. **Travel expenses for required interview cannot be reimbursed.**

Interested candidates may also submit a Potter County employment application (accessible at www.co.potter.tx.us) and forward said application letter of interest, resume, and references to:

Potter County Human Resources Department
900 South Polk Street, Suite 705
Amarillo, Texas 79101
E-mail: terrirobertson@co.potter.tx.us

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.