

COUNTY OF POTTER
EMPLOYMENT OPPORTUNITIES

AN EQUAL OPPORTUNITY EMPLOYER

The Potter County Attorney's Office needs qualified individuals to fill the following position(s):

JOB TITLE ASSISTANT COUNTY ATTORNEY – CRIMINAL DIVISION

The Potter County Attorney's Office has an opening for a misdemeanor criminal prosecutor. Applications will be accepted until the position is filled. Starting salary is \$ 66,000.00. Benefits include 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 for new hires includes 13 holidays and 10 vacation days. Sick leave accumulates at one day per month. After one year of service a portion of unused sick leave (up to 4 days per year) can be converted to additional vacation leave. 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 Attorney's Office.

The Office employs 13 attorneys including the County Attorney, First Assistant, Civil Division Chief, Criminal Division Chief, Juvenile Division Chief, Special Prosecutions-CPS Chief, and 7 Trial Attorneys.

Essential functions for trial attorneys include all aspects of prosecution of misdemeanor offenses under supervision and training provided by seasoned attorneys. Candidates should be proficient in electronic legal research such as Westlaw, and comfortable with learning our case management system, which is Techshare.

Candidates must have a J.D. or equivalent degree from an accredited law school and a license to practice law in Texas. Candidates awaiting bar results will be considered.

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, or an interview by Zoom may be an option. Interview expenses cannot be reimbursed. Interested candidates should submit a letter of interest, resume, writing sample, and references to:

Jackson Latimer, First Assistant, jacksonlatimer@co.potter.tx.us. Telephone 806-379-2265.

The Potter County Attorney's Office is an Equal Opportunity Employer.

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“POTTER COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OF THE PROVISIONS OF SERVICES”.

For more information about Potter County and Amarillo
check out our video tour on our home page
www.co.potter.tx.us