

ASSISTANT CRIMINAL DISTRICT ATTORNEY - MISDEMEANOR GILMER, UPSHUR COUNTY, TEXAS

The Upshur County Criminal District Attorney's Office is seeking a prosecutor to handle all caseload aspects of the misdemeanor department from Intake to final disposition as well as Justice of the Peace Court and Truancy cases. Applicant should possess a strong work ethic, be an effective communicator and have a desire to successfully try cases in court. Individuals that are highly organized, positive and motivated are encouraged to apply. Applicant must possess an overall ability to manage all areas of misdemeanor prosecution for this extremely busy five-attorney office. Applicant must be independent enough to manage a County Court docket and try cases before a judge or jury and also be equipped to work as a team player. Salary and benefits are very competitive and commensurate with experience and/or qualifications. Applicant must have a clean criminal background and pass a pre-employment drug/alcohol test as well as be licensed to practice law in the State of Texas and in good standing with the Texas State Bar. Benefits include a county retirement plan, payment of State Bar Dues and CLE as well as county paid health, dental and life insurance.

ESSENTIAL DUTIES ARE:

- >Review and process all misdemeanor cases filed by law enforcement and initiate prosecution when appropriate.
- >Review and process case information for JP Courts and Truancy cases.
- >Attend docket calls, conduct plea bargain negotiations, be prepared on assigned cases and make decisions promptly and keep abreast of the law.
- >Be of extreme high integrity, professional demeanor and demonstrate proper respect to the Court at all times.
- >Review assigned cases, supervise secretaries in preparation of paperwork, check all pleadings for accuracy, make timely issue of applications for subpoenas.
- >Be available for consultations with court personnel, victims, witnesses, law enforcement, defense attorneys and other criminal justice personnel.
- >Be responsible for all cases in his/her charge including the security of the file as well as proper disposition of the file upon completion.
- >Prepare cases for trials and pre-trials, interviewing witnesses and preparing trial notebooks.
- >Comply with and enforce the rules, regulations and policies of the Criminal District Attorney's Office, the oral and written directives of his/her supervisor and the Texas Code of Professional Responsibility as well as any other duties as assigned.

Currently accepting resumes until filled with job position opening immediately.

Not all applicants will be interviewed.

Upshur County is an equal opportunity / affirmative action employer.

To apply, send resumes to:
Upshur County Criminal District Attorney's Office
Attn: Lisa King, Office Manager
405 N. Titus Street
Gilmer, TX 75644
Fax: 903-843-3661
Email Lisa.King@countyofupshur.com