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Montgomery County has \$75,671 as the HR listed Minimum Misdemeanor Starting Salary. Montgomery County Division Chief Tiana Sanford confirmed on 2/21/2023 that the current hire in rate is \$82,337. Montgomery County HR Analyst Tammie Walterbach verified on 2/15/2023 that the last three, entry level Misdemeanor Prosecutors were hired in at \$82,337.

**Montgomery Misdemeanor Prosecutor**

Counties	Min	Max	Average	# of Positions	# of Misdemeanor Prosecutors (Filled positions)	Average amount of time in position
Montgomery	\$75,671.00	\$113,423.00	\$85,134.64	11.00	10.00	Not available

**Misdemeanor Prosecutor**

Assists in management of daily docket by processing pleas and plea negotiations, handling routine pretrial court appearances, managing court calendar, preparing for and conducting writ hearings, filing and responding to oral and written court motions. Prepares for and conducts trial procedures by presenting and defending motions to suppress and respond to discovery requests, conducting various pretrial hearings, interviewing witnesses, organizing case file for trial, conducting scene investigations, preparing trial exhibits, reviewing evidence and conducts voir dire examinations. Tries misdemeanor cases to verdict in jury trials and trials before the court. Performs all ancillary tasks. Work is performed under the direct supervision of the Chief of the Misdemeanor Trial Division.

**Work requires specialized knowledge in a professional or technical field, normally acquired through four years of college resulting in a Bachelor's degree. Must have a Doctorate of Jurisprudence and be licensed by the State of Texas to practice law.**



Dallas County District Attorney John Creuzot Confirmed to DA Willis on February 13, 2023, that the Current Hire In Rate for entry level Misdemeanor Prosecutors is \$80,108

## DALLAS COUNTY JOB DESCRIPTION

<b>Job Title:</b>	Attorney I	<b>Job Code:</b>	7035100	<b>Job Grade:</b>	ATT1
<b>Reports To:</b>	Section Chief	<b>Pos. No:</b>	Various	<b>FLSA Code:</b>	E
<b>Department:</b>	District Attorney	<b>Loc. Code:</b>	0862004	<b>SIC Code:</b>	9222
				<b>WC Code:</b>	8810
<b>Division:</b>	Various	<b>CS Code:</b>	A	<b>EEO Code:</b>	B01

**Summary of Functions:** Working under immediate supervision, performs entry-level legal work of a routine nature. Work involves litigation and legal research; drafting legal documents; and interpreting laws, rules, and regulations **OR** prosecutes misdemeanor cases in assigned court. Performs case evaluation, preparation and management; represents the state/client in pre-trial and evidentiary hearings and jury/court trials; and ensures effective communication with defense attorneys, court personnel, victims and family members, witnesses and other interested parties. Receives level of oversight, training and supervision based on experience and expertise in misdemeanor prosecution.

**Management Scope:** N/A

<b>Duties and Responsibilities:</b>	<b>% of Time</b>	<b>Essential Non-essential</b>
1. Evaluates assigned cases or lawsuits by: <ul style="list-style-type: none"> <li>• reviewing documentation,</li> <li>• conducting necessary legal research on applicable laws,</li> <li>• interviewing witnesses or persons with knowledge of the cases,</li> <li>• gathering evidence, and</li> <li>• determining most appropriate action(s) to be taken.</li> </ul>		E
2. Drafts, files and responds to necessary motions, briefs or other legal documents for trials and/or hearings.		E
3. Explains legal process to potential witnesses, prepares witnesses for court testimony, and ensures clients or victims/families are kept informed on status of cases.		E
4. Gathers, prepares and presents evidence, exhibits and related material for trials or hearings.		E
5. Represents the State and client in trials and hearings by: <ul style="list-style-type: none"> <li>• conducting jury selection,</li> <li>• presenting opening statements,</li> <li>• conducting direct and cross-examinations of witnesses, <u>and</u></li> <li>• presenting closing arguments.</li> </ul>		E
6. Participates in settlement or plea-bargain negotiations.		E
7. Prepares necessary legal documents if settlement or plea-bargain agreement is reached and ensures signatures are secured and documents filed as required.		E

8. Performs other duties as assigned.

N

**Minimum Qualifications:**

Education, Experience and Training:

Graduation from an accredited law school. No experience required.

Special Requirements/Knowledge, Skills & Abilities:

Requires a current license to practice law in the State of Texas.

Physical/Environmental Requirements:

Standard office and court room environment.

Disclaimer:

This is an “at will” position with no civil service or other appellate rights. This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Hay Points/Point Factor:

N/A

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by Human Resources/Civil Service on

Date 06/05

Approved by Civil Service Commission on

Date 7/18/2005; 01/25/2010

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.

Fort Bend 2nd Assistant Wesley Witting confirmed on 2/21/23 that Fort Bend's entry level Misdemeanor Prosecutor starting salary is \$79,331.

**Assistant District Attorney (General Misdemeanor Division) - District Attorney's Office**

**Employer:** Fort Bend County District Attorney's Office

**Location:** Richmond, Texas

The Fort Bend County District Attorney's Office is seeking a prosecutor for its Misdemeanor Trial Division. Applicants should be Texas licensed attorneys in good standing with at least one year of job-related experience. Relevant internship or advocacy experience preferred.

The Misdemeanor Trial Division handles the investigation and prosecution of criminal conduct categorized at the misdemeanor grade in the county courts. The position reviews, investigates, prosecutes and presents cases to judges and conducts hearings and jury trials of criminal cases. Also counsels and trains local law enforcement, prepares arrest and search warrants, researches legal issues, negotiate plea bargains, coordinates victims and witnesses and prepares subpoenas, and is responsible for discovery production. Strong case evaluation, writing, and communication skills will be required.

Our attorneys enjoy a comradery and support system second to none. Training is consistently available to enhance your personal skill set as a litigator and decision-maker. Fort Bend County is one of the most diverse counties in the nation and experiences growth reflective of its quality of life. The annual salary for this position starts at \$79,331.20. Bar dues and CLE are paid for by the office.

Offers are subject to the application/interview process, background check, and drug test. Not all applicants will be interviewed. Interested applicants should e-mail a cover letter and resume to Misdemeanor Division Chief Traci Bennett at [Traci.Bennett@fbctx.gov](mailto:Traci.Bennett@fbctx.gov).

Posted 2/9/23 and confirmed by District Attorney Kenda Culpepper on 1/25/23.

# Misdemeanor Prosecutor

## ROCKWALL COUNTY

### CRIMINAL DISTRICT ATTORNEY'S OFFICE

**JOB TITLE: MISDEMEANOR PROSECUTOR**

**STARTING SALARY: \$77,000**

#### JOB DESCRIPTION:

Handle all aspects of Misdemeanor Prosecution including case intake, plea negotiations, investigation, preparation and trial of misdemeanor and Justice of the Peace cases.

#### MINIMUM QUALIFICATIONS:

- Undergraduate degree
- Juris Doctorate
- Texas Bar License in good standing

#### WORKING CONDITIONS:

Position is located in an office environment with little or no exposure to environmental conditions. Health and safety hazards are minimal. No protective equipment is required.

#### CONDITIONS OF EMPLOYMENT:

- Must successfully complete a pre-employment drug screen.
- Must successfully complete a background investigation.

#### APPLICATION PROCESS:


Please apply through the Rockwall County website at [www.rockwallcountytexas.com](http://www.rockwallcountytexas.com) or

# ASSISTANT CRIMINAL DISTRICT ATTORNEY, Criminal District Attorney





Tarrant County  
Tarrant County, TX (On-site)

Posted 4 days ago · **0 applicants**

 \$76,690.90/yr (from job description) ·  
Full-time · Entry level

 1,001-5,000 employees · Government  
Administration

 1 connection · 2 company alumni · 1  
school alumni

 See recent hiring trends for Tarrant  
County. [Retry Premium Free](#)

# Assistant Criminal District Attorney

TARRANT COUNTY  
Department of Human Resources  
100 E. Weatherford Suite 301,  
Fort Worth, TX 76196-0105  
<http://www.tarrantcounty.com>

Position Title: ASSISTANT CRIMINAL DISTRICT ATTORNEY, Criminal District Attorney  
Department: Criminal District Attorney  
An Equal Opportunity Employer

ISSUE DATE: 04/25/22  
FINAL FILING DATE: Continuous  
THE POSITION

Salary: \$76,690.90 - \$116,432.42 annually (Salary Commensurate with Experience)

To Apply: Resumes and cover letters should be sent to: [applicants@tarrantcountytx.gov](mailto:applicants@tarrantcountytx.gov)

Prosecute and defend all manner of civil and criminal matters in various levels of trial and appellate courts and administrative forums.

May also provide written or verbal legal advice to individual or governmental clients and draft legal instruments or other written documents with legal implications.

Investigate facts giving rise to legal issues and bring about solutions to clients' legal problems in a variety of forums.

This licensed attorney generally handles criminal and civil matters of substantial complexity and gravity and performs occasional mentoring functions with less experienced attorneys.

Attorney works under the moderate supervision of more experienced attorneys in an effort to build knowledge, skills, and expertise.

**Posting may close at any time.**

## BENEFITS

Tarrant County employees enjoy superior health, retirement, and insurance benefits & 13 County Holidays

For more information, please click on the link below:

<http://www.tarrantcounty.com/en/human-resources/employee-benefits.html>

## ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Makes decisions and counsels with clients, victims, or police concerning proceedings in court or related forums.
2. Drafts and files pleadings, answers, motions, briefs, and responses necessary to conduct litigation and proceedings in related forums.
3. Appears in court and forums to select juries, present and cross-examine evidence, make legal arguments, and act as an advocate.
4. Identifies, locates, and prepares witnesses to present testimony effectively in court or related forums.

Tarrant County Chief of Misdemeanor Sarah Sherman Confirmed on 2/21/23 that entry-level minimum Misdemeanor Prosecutor Salary is \$76,690



5. Counsels and advises clients within the bounds of confidentiality, when applicable, regarding legal issues, in all phases of litigation and in non-adversarial contexts.
6. Identifies and prepares non-testimonial forms of evidence for use in court and related forums.
7. Drafts legal instruments and documents with legal implications.
8. Negotiates with others to settle litigation or other contested matters or to assist in solving problems with legal implications.
9. Conducts and supervises investigations in civil and criminal discovery proceedings.
10. Develops knowledge, skill, and expertise in applicable areas of law to keep pace with current developments.
11. Strives for experience, knowledge and skills.
12. Performs all other related duties, as assigned or required.

#### **MINIMUM REQUIREMENTS**

TO APPLY: Resumes and cover letters should be sent to: [applicants@tarrantcountytx.gov](mailto:applicants@tarrantcountytx.gov)

Juris Doctorate (JD) degree required.

Must be licensed to practice law in the State of Texas and be a member in good standing of the State Bar of Texas.

Prior experience in the relevant area of law is essential.

Good working knowledge, understanding and ability to apply the applicable laws, procedures, case holdings and departmental policies is essential.

Ability to work efficiently and effectively in high-pressure situations.

Possesses analytical ability, be diplomatic and tactful and use good judgment and common sense.

Possesses proficient verbal and written skills to communicate information and directions to courts, attorneys, investigators, police agencies and citizens.

Attorney is responsible for working in a cooperative manner with support staff and investigators.

Attorney must be computer literate.

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT & OTHER REQUIREMENTS**

While performing the duties of this position, the attorney is regularly required to walk, sit, stand, bend, stoop, grasp, lift, reach, pull and push.

#### **APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:**

<http://www.tarrantcounty.com>

OR

100 E. Weatherford Suite 301,  
Fort Worth, TX 76196-0105



# Misdemeanor Prosecutor II

Class Code:  
A0101

DENTON COUNTY  
Revision Date: Oct 1, 2019

## SALARY RANGE



\$33.75 - \$42.19 Hourly  
\$2,700.31 - \$3,375.27 Biweekly  
\$70,208.00 - \$87,757.00 Annually

## GENERAL STATEMENT OF JOB:

The Misdemeanor Prosecutor II performs professional legal work and administrative services for the legal department of assignment. Work involves prosecuting jury and non-jury trials and/or negotiating settlements, and preparing various briefs, motions, and other legal devices, as necessary. Employee is also responsible for performing legal research in the preparation of trials, assisting in preparation and management of court dockets, and assisting and advising law enforcement personnel in the preparation of search and arrest warrants.

## SPECIFIC DUTIES AND RESPONSIBILITIES:

### Essential Duties:

Attends daily docket call, consulting weekly docket list and obtaining and reviewing appropriate case files; advises courtroom of docket call procedures.

Answers phones and inquiries regarding witness issues and case status.

Performs various administrative duties associated with managing a docket of active cases, including docket management and new case management.

Prepares and conducts hearings on probation revocations and adjudications of guilt; prepares and conducts open plea hearings, motions to suppress, and other hearings scheduled in the assigned court.

Participates in all phases of court trial, including the opening statement, the presentation of the State's case, rebut of the defense's case if one is presented, and the punishment phase of the trial.

Advises unrepresented defendants of rights and plea options; completes paperwork for pleas; obtains pleas or requests for appointed attorneys from defendants, as appropriate.

Prepares and requests bond forfeiture and arrest warrants for defendants not appearing as scheduled in court.

Prepares misdemeanor cases for trial, including reviewing case files, advising and negotiating, providing discovery, conferring with law enforcement and judicial personnel, following up with witnesses after trial to inform them of outcome and ways to improve testimony, locating witnesses and defendants, interviewing victims and witnesses, performing legal research, conferring with victims and their families, investigating incidents, visiting crime scenes, and examining physical evidence.

Requests preparation of jury charges; prepares voir dire examination; reviews jury list and conducts jury selection.

Participates in mental hearings as necessary.

Performs a variety of administrative duties in support of the court and department; oversees process for new case intake as necessary.

Regular and punctual attendance is required.

**Nonessential Duties:**

Performs other related duties as required.

**EDUCATION, EXPERIENCE, AND LICENSES:**

Doctorate degree required for this position.

Must possess a license to practice law in the State of Texas.

Must be able to pass a State Criminal History background check.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Requires general knowledge of legal research and investigation methodology, judicial procedure, and rules of evidence.
- Requires general knowledge of statutory provisions applying to rules of order.
- Requires general knowledge of County government structure and operations.
- Requires general knowledge of the current literature, trends and developments in the fields of criminal and governmental law.
- Requires working knowledge of the principles, practices and procedures of civil law, especially as related to County government.
- Requires the ability to perform comprehensive legal research.
- Requires the ability to interpret and apply complex laws and court decisions, and to use legal source material in technical research.
- Requires the ability to prepare and maintain complex files and records.
- Requires the ability to establish and maintain effective working relationships as necessitated by work assignments.
- Requires the ability to use computers for word processing and/or accounting purposes.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.

- Requires the ability to use computers for data entry.

## **PHYSICAL DEMANDS/WORK ENVIRONMENT:**

Must be physically able to operate a variety of machinery and equipment. Must be able to exert a negligible amount of force to lift, carry, push, pull, or otherwise move objects. Must have minimal levels of eye, hand, and foot coordination. Requires the ability to see, smell, hear, and speak as well as color and depth perception. Position requires the ability to lift more than 60 pounds.

## **NOTICE:**

The above job profile does not include all essential and nonessential duties of this job. All employees with disabilities are encouraged to contact the Human Resources Department to review and discuss the essential and nonessential functions of the job. An employee with a disability can evaluate the job in greater detail to determine if she/he can safely perform the essential function of this job with or without reasonable accommodation.

## **DISCLAIMER:**

Job profiles are not intended, nor should they be construed to be, an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with a job. A job profile is not a comprehensive job description. It is intended for the sole purpose of acquainting a person who is unfamiliar with such position with a brief overview of the position's general direction and scope. This position profile is intended for internal use only.

**From:** Stephanie Lloyd <[slloyd@wilco.org](mailto:slloyd@wilco.org)>  
**Sent:** Tuesday, February 21, 2023 11:48 AM  
**To:** Calli Bailey <[cdbailey@co.collin.tx.us](mailto:cdbailey@co.collin.tx.us)>  
**Subject:** Williamson County Attorney salary information

\*\*\*\*\* **WARNING:** External Email. Do not click links or open attachments that are unsafe. \*\*\*\*\*

It was a pleasure to speak with you this morning. Below is data from our most recent Salary study that went into effect 2/17/23 of this year.

Attorney I - Grade 31 - No Experience - \$69,505.19 to \$104,257.79

Attorney II - Grade 33 - 1 year experience - \$76,732.67 to \$115,099.01

Lead Attorney - Grade 36 - 3 years experience and 1 year supervisory experience - \$88,978.22 to \$133,467.33

Civil Attorney(includes Civil division, Juvenile, Family Justice) - Grade 38 - 5 years experience - \$98,205.41 to \$147,308.12

Director - Grade 40 - 6 years experience and 2 years supervisory experience - \$108,347.15 to \$162,520.72

Chief - Grade 42 - 8 years and 3 years supervisory experience - \$119,452.35 to \$179,178.52

First Assistant - Grade 45 - 10 years experience - \$138,281.38 to \$207,422.07

The salary I have listed is the range for that grade. If we have a new position approved we are funded at the bottom of the grade.

Hope this information is helpful.

Thanks,

Stephanie Lloyd  
*Office Administrator*  
*Assistant to Dee Hobbs*  
*Williamson County Attorney*  
PH: 512-943-1116  
FAX: 512-943-1120



# Assistant County Attorney

Employer:

Williamson County Attorney's Office

Location:

Georgetown, Texas

**POSITION:** Assistant County Attorney I – Criminal Division – Intake

**SALARY:** \$66,172.47 **Previous Salary**

**\*THIS IS A GRANT FUNDED POSITION THROUGH DECEMBER 2024**

## **JOB SUMMARY:**

Reporting directly the Lead Prosecutor of County Court at Law, the Intake Criminal Prosecutor is primarily responsible for all adult misdemeanor intake, case screening, case filing and representing the state in Justice of the Peace and County Court at Law proceedings. Process includes screening new cases, making charging and filing decision and conducting legal research as needed.

## **EXAMPLES OF WORK PERFORMED:**

Performs case intake, screens and follow up investigations to include reviewing police reports and evidence submitted by law enforcement agencies.

Drafts investigative requests for additional evidence, decides on a charging decision and file charging instruments with the court.

Performs legal research by reading State statutes and codes, analytical books, on line case research utilizing LexisNexis and specialized practice guides.

Drafts legal documents such as motions, pleadings, orders, plea paperwork, legal memos, search warrants, and administrative documents utilizing Microsoft Office software and the County database.

Represents the State in Justice Peace Courts which includes travelling to Justice Peace Court on a weekly basis to process all criminal cases set for a pre-trial or trial hearing, negotiating with defense attorneys and pro-se defendants, and representing the State in bench and jury trials.

Represents the State in County Courts at Law. Ensures responsibilities for announcement and plea dockets to include handling cases in the court room that have been set on the court's docket. Discusses cases with Defense Attorneys and Adult Probation Officers. Files court documents and responds to the Judge's questions and requests.

Prepares and conducts contested court hearings to include reviewing evidence, interviewing witnesses, preparing trial motions, responding to defense motions, preparing trial exhibits and conducting the actual hearing itself (i.e. jury selection, opening statements, witness examination and closing arguments).

Ensures responsibility for plea negotiations and correspondence with Defense Attorneys to include reviewing evidence, reading criminal histories and police reports, submitting plea offers, negotiating specific terms and conditions, and responding to discovery requests.

Interviews and communicates with victims and witnesses via telephone and in person by answering questions regarding the criminal justice system.

Represents the State in truancy litigation, which involves screening truancy cases, filing truancy petitions, and representing the State in Truancy Court hearings.

Communicates with County personnel, elected officials, judges, defense attorneys, victims and witnesses of crime, law enforcement agencies, and the general public.

Readily complies with departmental and county-wide policies and procedures.

Performs related special projects as assigned.

The physical demands and environmental factors listed below as well as regular attendance are also essential functions for this position.

## **REQUIREMENTS:**

Doctorate in Jurisprudence from an accredited law school. Must be currently licensed by the State Bar to practice law and in good standing, or the ability to gain admission by the date of hire. However, formal employment is contingent upon admission into the State Bar of Texas. Must pass a criminal background check. Ability to work in an office environment and interact effectively with others.

Candidates should be proficient in electronic legal research. Candidates should possess superior communications skills. Abilities to manage a considerable docket of active cases and consistently satisfy deadlines in the face of competing time demands are essential functions of the position. The selected candidate must be able to demonstrate these skills and perform these functions with minimal direction from the County Attorney.

**ENVIRONMENTAL FACTORS:** Mainly indoor activity. Significant contact with the public, crime victims, witnesses, persons accused/convicted of crimes, police officers, and other law enforcement /courthouse personnel.

## **About This Office**

Williamson County is a medium size office serving approximately 28 law enforcement agencies including the City of Austin, Round Rock, Cedar Park and Georgetown. We are looking for a highly self-motivated, hardworking, compassionate individual who is dedicated to obtaining positive results in prosecuting criminal cases. Starting salary is \$63,021.40. Health and retirement benefits provided through Williamson County. State Bar dues, CLE and membership in TDCAA for the selected candidate will be paid by the County Attorney's Office.

## APPLICATIONS

To be considered, interested candidates must submit an Employment Application online only thru Williamson County Human Resources at <https://agency.governmentjobs.com/williamsonco/default.cfm>

Not every applicant will be interviewed. No phone calls. Applications will be accepted until the position is filled. Employment is **ALWAYS AT WILL** of the County Attorney.

Resumes may be emailed to: [Stephanie Lloyd slloyd@wilco.org](mailto:Stephanie.Lloyd@wilco.org)

However, an application **MUST** be completed via Williamson County HR online portal.



[Support our work through the Foundation.](#)

**Texas District & County Attorneys Association**

[505 W. 12<sup>th</sup> St., Ste 100](#)  
[Austin, TX 78701](#)

[512/474-2436](#)

[Contact](#)

[Legal](#)

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# Misdemeanor Prosecutor

Confirmed by Misdemeanor Trial Chief  
Daniel Rodriguez on 2/21/23

\$5,684 x 12 = \$68,208

Bexar County

Job Title:	MISDEMEANOR PROSECUTOR
Grade:	E - 09 (\$5,684 Monthly)
Job Type:	Full-Time, Regular
Office / Department:	Criminal District Attorney's Office
FLSA:	Exempt
Civil Service Status	Excluded

**Summary:**

Under direction, is responsible for determining case or appeal merit; ascertains facts; develops case plan; represents the State in legal actions; and performs related duties as required.

**Duties and Responsibilities:**

- Reviews cases or appeals for legal and factual sufficiency, requests investigations and drafts the required documents for legal disposition
- Examines evidence including videos, photographs, documents, and records for use in trial
- Prosecutes juvenile and adult criminal cases and litigates appeals
- Contacts and/or interviews victims, witnesses, defense attorneys, investigators and law enforcement personnel regarding restitution, plea bargains and punishment issues
- Researches statutes and case law issues
- Performs computer assisted research regarding criminal histories and case status
- Regularly appears in court on behalf of the State of Texas in contested matters, before judges and juries
- Organizes pre-hearing and trial dockets requiring witness appearance coordination and negotiating plea bargains
- Dictates, edits, and updates legal documents prepared by the clerical and paralegal staff
- May supervise Advocates, Interns, and office support staff
- Performs related duties, as required

**Minimum Qualifications:**

- Graduation from an accredited Law School with a Doctorate of Jurisprudence and licensed to practice law in the State of Texas
- Knowledge of civil and criminal prosecution procedures and techniques; knowledge of plea bargaining and negotiation
- Ability to operate personal computers, develop proficiency in basic and advanced software and programs utilized to manage caseloads and related information; ability to operate basic office equipment; ability to establish and maintain professional, effective working relationships with co-workers, County employees, attorneys, law enforcement officers and the public in routine and highly stressful situations; ability to develop effective and persuasive oral advocacy skills; ability to maintain the highest ethical and professional standards expected of an attorney representing the State of Texas; ability to organize and present facts and supporting logic; ability to ascertain factual information from conflicting or purposely inaccurate data; ability to communicate professionally and effectively with hostile, abusive or irrational individuals; ability to communicate effectively, both verbally and in writing
- Must secure and maintain a favorable background investigation and clearance
- Must clear a pre-employment physical and a pre-employment drug screen test
- May be required to work more than 40 hours during the workweek



**Working Environment and Physical Demands:**

Generally working in indoor conditions

Occasionally moves items weighing up to 10 pounds

Occasionally moves about the office

Frequently communicates with others; must be able to exchange accurate information

Generally operates a computer and other office productivity machinery

Positions self to perform essential functions

Must be able to remain in a stationary position

**Apply Here:**

<https://www.governmentjobs.com/careers/bexarcountytx/jobs/3885060/misdemeanor-prosecutor-district-attorney?sort=PostingDate%7CDescending&page=1&pagetype=jobOpportunitiesJobs>

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Candidates whose disabilities make them unable to meet these requirements will still be considered qualified if they can perform the Essential Functions of the job with reasonable accommodation.*



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**Texas District & County Attorneys Association**

[505 W. 12<sup>th</sup> St., Ste 100](#)  
[Austin, TX 78701](#)

[512/474-2436](#)

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# ATTORNEY I

Class Code:  
20000140

Bargaining Unit: General

Confirmed on 2/21/23 by  
Criminal Trial Director Erin  
Shinn Sreenivasan

TRAVIS COUNTY  
Established Date: Sep 19, 2010  
Revision Date: Oct 1, 2022

## SALARY RANGE

\$63,638.43 - \$82,729.96 Annually

### JOB SUMMARY:

**This job is at pay grade C14, effective 10/01/2022**

Practices civil or criminal law for Texas County or District government.

### DISTINGUISHING CHARACTERISTICS:

This is the first in a series of seven attorney-related job classifications within the Attorneys job family. This classification handles cases and matters that are the least complex and may result in the least serious consequences with supervision.

### DUTIES AND RESPONSIBILITIES:

- Performs legal research. Searches resources and studies legal records and documents to obtain information applicable to case or issue under consideration.
- Drafts briefs, motions, orders, subpoenas, contracts and other legal documents, as well as correspondence and reports.
- Takes depositions and responds to discovery requests. Oversees the creation and issuance of legal documents, including subpoenas, motions, orders, writs, warrants, contracts, official policies and other related documents. Represents the State at docket calls.
- Prepares cases for trial. Collects, organizes and prepares evidence, information and other legal materials.
- Performs other job-related duties as assigned.

### MINIMUM REQUIREMENTS:

**Education and Experience:**

J.D./LL.B. from an accredited law school.

**Licenses, Registrations, Certifications, or Special Requirements:**

Licensed to practice law in the State of Texas.

**Knowledge, Skills, and Abilities:****Knowledge of:**

- Jurisprudence, criminal and civil law and procedures, including constitutional and statutory law.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Methods and practices of pleading cases and of effective techniques for presentation of cases in court or to effectively present facts and precedents verbally and in writing in law related matters.
- Policies, practices, procedures and legal terminology related to court system.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.
- May be required to develop knowledge of and adhere to federal and state laws requiring the confidential handling of certain health information.

**Skill in:**

- Problem-solving and decision-making.
- Analyzing and appraising facts, policies, procedures and legal precedents in area of specialty.
- Both verbal and written communication, including presentations.

**Ability to:**

- Conduct legal research and analysis, both manually and electronically.
- Present facts, precedents and arguments verbally and in writing and apply negotiation skills.
- Communicate effectively, both verbally and in writing.
- Work independently.
- Manage time well and perform multiple tasks, and organize diverse activities.
- Work well under pressure and exercise tact in trying situations.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, and the general public.

**WORK ENVIRONMENT & OTHER INFORMATION:**

Physical requirements include the ability to lift/carry up to 25 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions.

Travis County employees play an important role in business continuity. As such, employees can be assigned to business continuity efforts outside of normal job functions.

**This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.**



**Job Details**

<b>Job ID</b>	District Attorney's Office
<b>Category</b>	Current Job Openings
<b>Status</b>	Open
<b>Salary</b>	\$77,074 Based on experience
<b>Posted</b>	October 1, 2022
<b>Closing</b>	Open Until Filled
<b>Tools</b>	<ul style="list-style-type: none"><li><a href="#">Apply Online</a></li><li><a href="#">Email Resume</a></li></ul>

**Current Job Openings**

[◀ Back to All Categories](#)

**Assistant District Attorney - Misdemeanor** [f](#) [t](#) [✉](#)

**SUMMARY:**

This position requires a thorough knowledge of criminal prosecution and court procedures. This position is responsible for handling misdemeanor and felony legal matters and trying cases in County Court.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- All aspects of prosecution of criminal offenses, including case screening, preparation of pleadings, motions, affidavits, warrants and other paperwork as necessary, witness preparation, securing and gathering of evidence, and representation of the State of Texas in pretrial proceedings, as well as in criminal bench trials and jury trials in County Courts.
- Formulation, justification, and communication of plea offers in criminal cases.
- Works with judges, court staff, law enforcement officers, defense attorneys, pro se defendants (when permissible by law), victims, witnesses, and office staff in the preparation and prosecution of criminal litigation.
- Performance of legal research necessary to effectively represent the State of Texas in criminal cases.
- Advising law enforcement agencies and officers on issues of criminal law and criminal procedure; answering inquiries from the public and other governmental agencies regarding the duties of the District Attorney's office.
- Other duties as assigned by the District Attorney.

## **MINIMUM QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications 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.

### **Experience and Education:**

- Must have a J.D. or equivalent degree from an accredited law school.

### **Knowledge, Skills and Abilities:**

- Knowledge of criminal prosecution, law enforcement, and court procedures.
- Ability to prepare and analyze comprehensive legal documents.
- Ability to carry out assigned projects to their completion.
- Ability to communicate effectively verbally and in writing.
- Ability to establish and maintain effective working relationships with employees, county officials, the court system, and the general public.
- Ability to read, analyze, and interpret the most complex documents.
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to write speeches and articles using original or innovative techniques or style.
- Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardizations exist.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to use a personal computer, including word processing and spreadsheet programs; calculator, telephone, copy machine, and fax machine.

### **CERTIFICATES, LICENSES, REGISTRATIONS:**

- Must have a Texas law license.
- Must be an active member and in good standing with the Texas State Bar Association.
- Will accept applications from graduates awaiting Bar Exam/Bar results.

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an exempt employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Employee may occasionally be required to lift, carry, push, pull, or move objects weighing up to 25 lbs. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **WORK ENVIRONMENT:**

Work is primarily indoors in an air-conditioned, smoke free office.

# Assistant District Attorney

Confirmed by Elected DA to TDCAA as part of their Salary Survey in December 2022

The Harris County District Attorney's Office is currently hiring Experienced and Entry Level Attorneys

## Salaries vary by level of experience:

Felony Chief- \$131,144.00

Felony 2- \$102,086.40

Felony 3- \$88,254.40

**Misdemeanor 3 & 2 - \$87,006.40**

## The Harris County Assistant District Attorney at a Glance:

The Harris County District Attorney's Office is one of the largest prosecutors' offices in the country. Under the leadership of DA Kim Ogg, it is an incubator of innovative prosecutorial approaches. The Harris County District Attorney's Office is dedicated to making our community safer through evidence-based prosecution and equal justice for all.

The size and diversity of the office provides a professional experience that is unique among district attorneys' offices around the country. Prosecutors are exposed to a full range of cases, including some of the most complex and cutting edge, and learn from some of the most respected and renowned attorneys in the public sector.

The Harris County District Attorney's Office hires the best and most committed public servants from a wide range of backgrounds, and is committed to hiring and retaining lawyers who represent the diverse community we serve.

**\*\*\*HCDAO is currently hiring for entry level Misdemeanor 3 positions and more experienced positions including felony prosecutors up to Felony Chief\*\*\***

## Profile

Assistant District Attorney - Misdemeanor and Felony Trial Bureau

Duties: Typically first assigned to the Misdemeanor Trial Bureau, where cases of all types are handled from preliminary hearings to jury trials. The progression from the Misdemeanor Trial Bureau into other units is based on the needs of the office and demonstrated ability and work ethic. After an initial period in the Misdemeanor Division, Assistant District Attorneys move on to the Felony Trial Bureau where they handle a range of felony cases, including serious crimes such as aggravated robbery and murder. Assistant District Attorneys may also have the opportunity to work in specialty divisions such as Crimes Against Children, Financial Crimes, Trafficking, and Mental Health.

## Job Description:

1. Assistant District Attorney represents the State of Texas in criminal proceedings in the Harris County Criminal District Courts and County Criminal Courts at Law. The Assistant District Attorney duties include the following:

- Prepare case files, evidence, documents for court proceedings
- Interview victims and witnesses.
- Analyze assigned cases and prepare the cases for trial.
- Interact with victims, police, and witnesses to make critical decisions to support court proceedings.
- Conduct legal research and prepare motions.
- Present cases, cross examine witnesses, and make arguments in the court.
- Perform administrative tasks in connection with other assigned duties.

## Qualification and Experience:

Must have a J.D. from an accredited law school and Texas Bar certification. Should have a demonstrated commitment to public service and a strong academic record. Ideal candidates will also possess a capacity for fairness and empathy, a strong work ethic, an ability to manage a demanding work load, and sound problem-solving and decision-making skills.

## Hours:

Monday through Friday, hours may vary based on the division needs. Hours may vary based on the business needs of the department.

## Benefits:

Harris County offers a competitive benefits program, including comprehensive group health and related benefits plan as well as defined benefit retirement plan. The following list of benefits is offered only to employees in regular (full-time) positions:

- Medical
- Dental
- Vision
- Wellness
- Life Insurance
- Long-term disability
- Employee Assistance Program
- 10 days of vacation each year for the first five (5) years of service.
- Accrual rates increase based on years of service.
- 10 county holidays plus one (1) floating holiday
- Professional development opportunities
- Dependent Care Reimbursement Plan
- Healthcare Reimbursement Account
- 457 Deferred Compensation Plan

The following benefits are also available to regular (full-time) employment and may be available to part-time employees:

- Retirement pension (TCDRS)
- Transportation Assistance (Metro Ride Sponsor Program)

Please include:

Resume

Cover Letter

Law School Transcripts

Application Link:

<https://hctxdao.clearcompany.com/careers/jobs/b844ce44-d8f0-b761-6dbb-934d61f1da1d/apply?source=2202321-CJB-0>  
<https://hctxdao.clearcompany.com/careers/jobs/b844ce44-d8f0-b761-6dbb-934d61f1da1d/apply?source=2202321-CJB-0>



Support our work through the Foundation.

**Texas District & County Attorneys Association**

505 W. 12<sup>th</sup> St., Ste 100    512/474-2436    Contact    Legal  
Austin, TX 78701

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# Assistant County & District Attorney - Misdemeanor Prosecutor

Employer: Ellis County & District Attorney's Office

Location: Waxahachie, TX

## GENERAL DESCRIPTION

The Ellis County & District Attorney has an immediate opening for a Misdemeanor I Prosecutor, handling misdemeanor criminal cases, primarily in county courts at law, with occasional duties in Justice of the Peace courts, including Class C offenses and county code violation cases.

## OUR COMMUNITY

Ellis County is a growing community just south of Dallas. The small-town atmosphere is a wonderful place to raise a family, while the 30-minute drive to downtown Dallas keeps big city amenities close at hand. Waxahachie, our county seat, is known as the Crape Myrtle Capital of Texas and is the host of music festivals, Christmas parades, and local shops and restaurants that surround our town square.

## GROWTH AND OPPORTUNITY

Our office has developed a team of experienced prosecutors who are focused on training new prosecutors for long and successful careers in criminal law. We place an emphasis on our experience being available office-wide through a series of trainings. All of our prosecutors also collaborate on a regular basis and encourage newer attorneys to ask questions and participate in discussions on felony cases.

## ESSENTIAL DUTIES

- Reviews and processes the case packet for each criminal case filed by a police agency and initiates prosecution where appropriate.
- Reviews and processes case information in mental health and protective order cases, as well as cases in the Justice of the Peace courts.
- Attends docket calls, conducts plea bargain negotiations, is well prepared on assigned cases, makes decisions promptly and keeps abreast of the law.
- Is of extremely high integrity, professional demeanor and demonstrates proper respect to the court at all times.

- Reviews assigned cases, supervises support staff in preparation of paperwork, checks all pleadings for accuracy, makes timely applications for subpoenas and prepares and files motions promptly and accurately.
- Is available for consultations with court personnel, victims, witnesses, defendants, defense attorneys and other criminal justice personnel.
- Is responsible for all cases in his/her charge, including the security of the file; and properly documenting the case file along each step of the process, including final disposition
- Prepares cases for jury or bench trials, including pretrial motions, orders, interviewing witnesses, preparing trial notebooks and jury charges.
- Complies with and enforces the rules, regulations and policies of the County & District Attorney's Office, the oral and written directives of his/her supervisors and the Texas Code of Professional Responsibility.
- Performs all other duties as assigned.

#### MINIMUM QUALIFICATIONS

- Graduate of an accredited law school, currently licensed to practice law in the State of Texas and in good standing with the State Bar.
- Have a basic knowledge of criminal law, procedure and criminal rules of evidence.
- Have knowledge of the principals and methods of legal research.
- Have the ability to analyze facts and case precedents and present them effectively in court.
- Be able to conduct self in a professional manner and develop and maintain good working relationships with visitors, clients, co-workers, attorneys, judges and county officials.
- Be able to pass a thorough background check.
- Be able to work independently while also being a team player.

**Annual Salary: \$77,785.79**

Send resume, cover letter, and references via email only to:

Jeff Bullock  
 Misdemeanor Chief  
 Ellis County & District Attorney's Office  
 109 S. Jackson  
 Waxahachie, TX 75165  
 Phone: (972) 825-5035

Jeff.bullock@co.ellis.tx.us