

FIRST ASSISTANT DISTRICT ATTORNEY—106thst JUDICIAL DISTRICT

Level/Salary Range: Approximately \$80,000 – \$90,000 a year. The position is available immediately and will accept resumes until filled. We are seeking an attorney who has extensive jury trial experience. Extensive trial experience is desired.

Please send your application, letter of interest, a detailed resume, references, list of trial experience, and writing sample (i.e. motions or briefs) attention to:

philip.mack.furlow@co.dawson.tx.us

No phone inquiries please.

Role and Responsibilities:

All aspects of felony prosecution, including case screening/intake, all aspects of trial preparation, 1st chair representation of the State in pretrial and trial proceedings, both bench and jury trials in District court. Also managing and training other felony prosecutors as well as support staff.

Preparation for and presentation of felony cases to the grand jury. Also oversee intake support staff, and attorneys for timely presentation of cases to Grand Jury.

Working with judges, court staff, law enforcement officers, defense attorneys, victims, witnesses and office staff in preparation and prosecution of felony cases.

Performance of all legal research necessary to effectively represent the State of Texas in felony criminal cases

Proficient in Westlaw

Possess superior communication and organizational skills

Ability to manage a large docket of active felony cases and be able to consistently satisfy deadlines in the face of competing time demands. Candidates must be able to demonstrate these skills and perform these functions with minimal direction from supervisory attorneys. Dealing with co-workers, staff, and any other individuals or agencies mentioned above in a professional and courteous manner is an essential function of this position.

Advising law enforcement officers on issues of criminal law and criminal procedure. Be able to be on call 24 hours, one full week every 3 weeks.

Interacting, communicating, and dealing with the public and media in an effective and efficient manner with regard to felony criminal matters

Interacting, communicating, and dealing with other governmental agencies regarding felony criminal matters

Preparing responses to applications for writs of habeas corpus

Other duties as assigned by the District Attorney.

Qualifications and Education Requirements

Licensed to practice law in the State of Texas

Juris doctorate or equivalent degree from an accredited law school

Must be in good standing with the State Bar of Texas

Extensive trial experience

General Information

An extensive background investigation of each applicant, including a complete review of any and all criminal history information, will be conducted. A satisfactory drug test will be required as a condition of employment.

State bar dues, continuing legal education expenses, and membership in TDCAA for the selected candidate will be paid by the 106th District Attorney's Office.

In summary, it should be noted that the attorney who will be expected to immediately take on and effectively handle a full felony caseload as well as manage and train other attorneys.