

JOB OPPORTUNITY ANNOUNCEMENT

Department: Hunt County Attorney's Office

Position: Assistant County Attorney

Location: Greenville, Texas (less than 45 miles from Dallas, Frisco, Rockwall, and McKinney)

The Hunt County Attorney's Office currently has an opening for an Assistant County Attorney position. The Hunt County Attorney's Mission Statement is to always be fair, responsive, timely, and transparent seeking the best solutions to difficult problems while ensuring justice is delivered professionally at a high level. The Hunt County Attorney's Office staff is comprised of seven attorneys, two investigators, and 4 legal assistants.

Major duties include:

- Try criminal cases before jury or Judge – including, but not limited to, handling any discovery matters, evaluating legal theories and principles, performing research, appearing for pre-trial hearings, interviewing witnesses, prepare filings, preparing for and conducting Voir Dire and drafting any appeals associated with the case, if applicable.
- Handle daily court docket responsibilities, including but not limited to arraignments, pleas, motions, bond hearings, on all misdemeanor cases.
- Perform other complex legal functions in a specific, assigned legal area, which may include family violence, bond forfeitures on Misdemeanor criminal cases, mental health commitments, Protective Orders and Class C Appeals.
- Handle Justice of the Peace Pre-trial and Trial dockets.

Qualifications:

- Member in good standing with the State Bar of Texas (or graduation from an accredited law school awaiting State Bar of Texas results)
- Well organized and able to prioritize in a fast-paced environment; must be able to multi-task, possess excellent communication skills (written and oral) and be able to work in a team environment.
- Must consent to and pass criminal background check.
- SECURITY REQUIREMENT – Must be able to obtain and maintain a Texas Department of Public Safety (DPS) CJIS security clearance.

The salary range is \$88,000-\$101,000/yr. Hunt County also provides employee benefits, including health, dental, life and optional vision insurance, along with participation in the Texas District and County Retirement program. Membership dues to TDCAA, the State and local bar are paid by the office, as well as costs associated with CLE.

Interested applicants should fax or email cover letter and resumes to:

Paige Ashley, Office Manager
Hunt County Attorney's Office
P. O. Box 1097
Greenville, Texas 75403-1097
(903) 408-4112
(903) 408-4297 - Fax
pashley@huntcounty.net

HUNT COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER