

**Job Title: Senior County Attorney**

**Department:** Bell County Attorney's Office  
**Immediate Supervisor:** County Attorney

**BRIEF DESCRIPTION OF THE JOB:** This person is responsible for supervision of the attorney's in the adult misdemeanor section including case and duty assignments. Also, manages own cases and makes daily decisions on court and office procedures.

**ESSENTIAL FUNCTIONS:**

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Percentage of Time      Physical Strength Code

1) Supervises attorneys by planning, scheduling work assignments, observing, evaluating, and documenting work performance and any disciplinary actions. Provides training of subordinate personnel on office procedures and trial procedures. Makes all final evaluations and decisions on case dispositions.	40%	S
2) Handles case management by screening cases, reviewing cases, plea negotiation, and preparing documents.	25%	S
3) Coordinating with other supervisors and other agencies for meetings and advising.	20%	S
4) Pleading cases by handling the non-contested court appearances, announcing cases and preparing documents.	10%	S
5) Completes contested court appearances by preparing witnesses, preparing exhibits, legal research, and actual trial.	5%	L
<b><i>Physical Strength Column:    S - Sedentary    L - Light    M - Medium    H - Heavy    VH - Very Heavy</i></b>		

**PHYSICAL DEMANDS**

**Overall Physical Strength Demands:**

  X   Sedentary             Light             Medium             Heavy             Very Heavy

**Codes: for each physical demand code listed:**

*C = Continuously      F = Frequently      O = Occasionally      R = Rarely      N= Never*

*This is a description of the way this job is currently performed; it does not address the potential for accommodation.*

<b>Physical Demands</b>	<b>Frequency Code</b>	<b>Description</b>
Standing	O	Meetings, court, areas in office
Sitting	F	Deskwork, court, meetings
Walking	F	To different locations in office, courtroom
Lifting	N	
Carrying	N	
Pulling	N	
Pushing	N	
Using Fine Dexterity	N	
Reaching	N	
Kneeling	N	
Crawling	N	
Twisting	N	
Climbing	N	
Balancing	N	
Seeing	C	Reading, computer work
Hearing	C	Answering questions, phones calls, in person conversations
Talking	C	In court and to other persons, preparing the witness
Using Foot Controls	N	

**Machines, Tools, Equipment and Work Aids:**

Telephone, fax, copier, computer

**Environmental Factors:**

Exposure to and frequency:

N = Never    D=Daily    S=Seasonal    W=Several Times Per Week    Y= Yearly    M=Several Times Per Month

<b>ENVIRONMENTAL FACTORS</b>					
Dirt and Dust	N	Extreme Temperatures	N	Noise and Vibration	N
Fumes and Odors	N	Wetness/Humidity	N	Darkness or Poor Lighting	N

<b>HEALTH AND SAFETY</b>					
Mechanical Hazards	N	Chemical Hazards	N	Electrical Hazards	N
Fire Hazards	N	Explosives	N	Communicable Diseases	N
Physical Danger or Abuse	N	Other (specify)			

<b>PRIMARY WORK LOCATION(S)</b>					
Office Environment	X	Warehouse		Shop	
Vehicle		Outdoors		Other:	

**Protective Equipment Required:**

**Non-physical Demands:**

Frequency Codes: F = Frequently    O = Occasionally    R = Rarely    C=Continuously    N=Never

Time Pressures	C	Emergency Situations	N
Frequent Change of Tasks	C	Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	C	Working Closely with Others As Part of a Team	C
Tedious or Exacting Work	F	Noisy/Distracting Environment	N

## **JOB REQUIREMENTS**

### **Formal Education:**

Work requires graduate or professional work or advanced degree in Law.

### **Experience:**

Work requires over three years experience as criminal prosecutor.

### **Certifications and Other Requirements:**

Texas Law License

### **Supervisory:**

Work requires supervising and monitoring performance for a regular group of employees, including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.

Assistant County Attorneys

(6)

## **Contacts**

The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the County who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee.

**Signatures - Review and Comment**

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Supervisor

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Department Head

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Date

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this job. This job description is subject to modification as the needs and requirements of the organization change.