

**Job Title: County Attorney**

**Department:** County Attorney Office  
**Immediate Supervisor:** County Attorney

**BRIEF DESCRIPTION OF THE JOB:** Represents the Texas Department of Protective and Regulatory Services in District Court involving civil cases in which children are removed from their homes in cases of abuse and neglect. Responsibilities include preparing legal documents and appearing in court including trying custody and termination cases.

**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

Percent-age of Time      Strength Code

1) Completes pretrial preparation by preparing legal documents, petitions, motions, orders, and appellate briefs. Participates in trial work by negotiating case dispositions, meeting with judges, attorneys, officers, and interviewing witnesses. Contact clients for staffing cases with DPRS supervisors and caseworkers. Researching and reviewing statutory changes to the law and updating merge forms for document production.	60%	L
2) Makes court appearances as a prosecutor by reviewing hearings, presenting ex-parte petitions, and emergency orders. Leads counsel in non-jury trials in custody suits and termination suits. Handles jury trials in termination suits.	20%	L
3) Performs administrative duties by setting up and monitoring the case docket. Establishing and modifying with co-attorney, civil section policies and procedures. Training with co-attorney DPRS employees and CASA volunteers. Handles setting up statistical forms and other informational forms for use in and out of office.	10%	S
4) Providing guidance in following established policies and procedures by counseling and re-directing secretarial staff, training secretarial personnel. Observing and evaluating and documenting work performance of secretarial staff.	10%	S
<p><b>Strength Column:</b>    <i>S - Sedentary    L - Light    M - Medium    H - Heavy    VH - Very Heavy</i></p>		

**PHYSICAL DEMANDS**

**Overall Physical Strength Demands:**

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	Court appearances, employee supervision
Sitting	F	Document and case preparation
Walking	O	Case preparation, to and from court
Lifting	R	Files and documents for court
Carrying	R	Files, documents, evidence, books for court
Pulling	R	Cart with files for court
Pushing	N	
Using Fine Dexterity	F	Computer work, document preparation
Reaching	O	Document preparation, case preparation
Kneeling	N	
Crawling	N	
Twisting	R	Reaching for files and documents
Climbing	O	Stairs
Balancing	N	
Seeing	C	Document preparation, court appearances
Hearing	C	Court appearances, negotiations, mediation, supervision
Talking	C	Court appearances, negotiations, mediation, supervision
Using Foot Controls	N	

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

Computer and related software, fax machine, copier

**Environmental Factors:**

Exposure to and frequency:

D = Daily      S = Seasonal      W=Weekly      M=Monthly      Y=Yearly

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

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

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

**Protective Equipment Required:**

N/A

**Non-physical Demands:**

Frequency Codes:      F = Frequently      O = Occasionally      R = Rarely

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

## **JOB REQUIREMENTS**

### **Formal Education:**

Work requires Graduate or professional work or advanced Law degree.

### **Experience:**

No experience is required prefer three years experience in criminal or juvenile prosecutor, preferably with supervision experience.

### **Other Requirements:**

Law Degree

Valid membership in the State Bar of Texas

### **Reading:**

Ability to read police reports, law cases, legal rule books, memos, letters, and legal documents

### **Writing:**

Ability to write letters and prepare legal documents

### **Math:**

Duties require the ability to calculate restitution amounts, and analyze calculations from technical investigations.

### **Supervisory:**

Secretary III (1)

### **Managerial:**

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

### **Interpersonal:**

Very frequently dealing with witnesses, defendants, judges, secretaries, staff of court administration, and clerks office

**Signatures - Review and Comment**

I have reviewed this job analysis and its attachments and find it to be a fair 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 position. This job description is subject to change by the County as the needs of the County and requirements of the job change.