

ASSISTANT CRIMINAL DISTRICT ATTORNEY II

GENERAL SUMMARY

Under general supervision of the Criminal District Attorney, the purpose of the position is to be responsible for representing the County/State in all Courts. Responsible for assisting the Criminal District Attorney with all aspects of criminal prosecution and/or other responsibilities of the Criminal District Attorney. Persons in this classification perform a variety of complex, administrative, technical and professional work in representing the State.

EXAMPLES OF ESSENTIAL FUNCTIONS

Duties may include but are not limited to the following:

Responsible for representing the State of Texas in misdemeanor and/or felony cases heard in the District Court, County Court-At-Law and/JP Courts. Handle all aspects of criminal prosecution from intake through completion of the appellate process.

Prepare and evaluate cases daily. Ensure adequate investigation of cases. Apply law to facts. Prepare and present cases to the Grand Jury.

Perform witness interviews, contact victims and law enforcement agency personnel.

Obtain convictions and appropriate punishment according to current law; Uphold convictions when appealed by drafting appellate briefs and arguing at the Court of Appeals.

Provide information and interviews to the local press with supervisor's permission.

Research and answer questions submitted by the Criminal District Attorney or the general public.

On call 24/7 or on rotational basis for law enforcement.

Perform daily jail intake on a weekly rotational basis.

Perform duties as assigned by the Supervising Attorney or Criminal District Attorney.

Supervise other prosecutors as assigned.

Maintain up-to-date knowledge of law. Train others on the law.

If assigned, may be responsible for handling or assisting with Asset Seizure & Forfeiture, Bond Forfeiture, Civil commitment proceedings for sexually violent predators Pretrial Intervention Program, Juvenile, Mental Commitments, Protective Orders, Truancy, Civil, and Environmental cases.

EXPERIENCE AND TRAINING

Bachelor's degree (BA) from four-year college or university and a Jurisprudence degree (J.D.) degree are required. The individual should possess a thorough working knowledge of law enforcement and court procedures and practices. Over five (5) years of prosecution or criminal experience is required.

LICENSES AND CERTIFICATIONS

Must possess a Texas Law license; be a member in good standing with the State Bar of Texas; current on all continuing legal education requirements as required by the State Bar of Texas; and possess and retain a current Texas Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- A thorough knowledge of all phases of criminal prosecution and law enforcement procedures.

Ability to:

- Utilize various advisory and design data and information such as budgets, reports, documents and files.
- Communicate verbally and in writing so as to allow comprehension by receiving party.
- Understand and exchange information with supervisors and co-workers when receiving assignments and instructions.
- Communicate and interact with the general public, departmental customers and various County personnel.
- Follow safe work practices including workplace safety policies and procedures.
- Walk, stand, and sit.
- Exert light physical work in an office environment in a mainly sedentary position

Kendall County is an Equal Opportunity Employer and maintains compliance with the Americans with Disabilities Act by providing reasonable accommodations to qualified individuals and employees with disabilities.

Assistant CDA II
KENDALL COUNTY

The annual salary range is between \$78,000.00 and \$90,000.00 and depends on experience. Benefits are included.

Please email cover letter, resume, and completed application to CDA@co.kendall.tx.us or mail to Kendall County Criminal District Attorney, Attn: Office Manager at 201 E San Antonio Ave, Suite 306, Boerne, TX 78006.

The Kendall County application can be found [here](#).