

KENDALL COUNTY ASSISTANT CRIMINAL DISTRICT ATTORNEY I

The Kendall County Criminal District Attorney's office is a small to mid-sized office with jurisdiction over felony and misdemeanor criminal cases and is staffed by seven Assistant District Attorneys, two Investigators, two Victim Advocates and seven legal professionals tasked with assisting the Attorneys in performing their daily duties. We are located in the beautiful Texas Hill Country, with nearby access to San Antonio. This Office welcomes Assistant District Attorneys who conduct themselves according to the highest ethical standards, those who seek justice by developing their skills and abilities to the high level owed to the community we represent, and who carry out their assigned duties with a focus on safety in the community as a whole. This Office prides itself on supporting its prosecutors in achieving results within a collegial and cooperative workplace in a comfortable, modern, and technologically advanced facility. We strive to promote a positive work/life balance where employees are not expected to sacrifice family fulfillment in order to be effective public servants.

Misdemeanor prosecutors represent the State primarily in misdemeanor and justice of the peace cases. Kendall County has a very active jury trial docket, which necessitates an enthusiastic, energetic person who wants to work in a busy, well-respected office as part of a family-oriented community, and to hone trial skills with an eye toward developing as a career prosecutor.

DESCRIPTION

- Must be willing to regularly go to trial.
- Evaluate assigned cases by reviewing documentation, conducting necessary legal research on applicable law, interviewing witnesses or persons with knowledge of the case, gathering evidence, and determining most appropriate action(s) to be taken.
- Negotiate case resolutions and ensures compliance with all discovery obligations.
- Manage court docket and case schedules to ensure court deadlines are met and records and documentation are accurate and up to date.
- Understand and work well with technology.
- Draft, file and respond to necessary motions, briefs, or other legal documents.
- Represent the State in trials before the court and jury. Responsible for all aspects of trial, including conducting jury selection, presenting opening statements, direct and cross-examinations of witnesses, and closing arguments.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

- Must have a Doctorate of Jurisprudence and be licensed by the State of Texas to practice law. *Candidates awaiting bar results will be considered.*
- Applicants must have a professional attitude, effective communication skills, ability to multi-task and be a self-starter.

ADDITIONAL DETAILS

- An extensive pre-employment background investigation will be conducted on all applicants who apply. A criminal history will not automatically disqualify an applicant unless applicable law requires such action. Kendall County is an Equal Employment Opportunity Employer.

Minimum Salary: \$68,856.00 **Maximum Salary:** \$82,958.00

How to Apply: E-mail your cover letter, resume and application to cda@kendall.tx.us . ([LINK FOR APPLICATION](#))

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.

Disclaimer: This is an "at will" position with no civil service or other appellate rights. This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.