

KENDALL COUNTY CLASS SPECIFICATION

Assistant Criminal District Attorney - Civil

GENERAL SUMMARY

Under general supervision of the Criminal District Attorney (CDA) and direct supervision of the Chief General Counsel for Kendall County, the purpose of the position is to assist the Chief General Counsel (CGC) and serve as legal counsel for Kendall County. Persons in this classification perform a variety of complex, high level administrative, technical and professional work in advising Commissioners Court (CCT) as to legal rights, authority, obligations and limitations as determined by local, state, and federal laws, orders, rules and regulations. Also performs other civil responsibilities as agreed by the CDA and CGC.

EXAMPLES OF ESSENTIAL FUNCTIONS

Duties may include but are not limited to the following:

Strong focus on civil litigation to include; representing Kendall County in Federal and State court, trials, pretrial hearings, motion hearings, administrative hearings, depositions, mediations, and other matters requiring legal representation for the county.

Prepare all civil cases by subpoenaing and preparing witnesses, organizing evidence, conduct in court examination, handling all negotiations with other counsel or entities in civil matters assigned, handling all appellate work pertaining to civil matters and post-conviction writs; handling any other responses, motions, petitions, appeals, settlement offers, briefs, subpoenas, etc. Manage discovery in civil litigation matters.

Negotiates with attorneys or other persons representing other entities in resolving differences in legal documents to which the county is a party.

Supervises outside counsel for the county, monitors the progress of civil cases filed, and reports on the status to CCT. Functions as liaison with legal personnel at the Attorney General's office, the Texas Association of Counties and legal departments of other offices concerning matters involving CCT. Serves as liaison between CCT and outside legal counsel, and provides assistance as needed to outside counsel in prosecuting and/or defending civil litigation.

Advises CCT of legal rights, authority, obligations, responsibilities, and limitations under applicable local, state and federal law; issues written, and oral legal opinions as required.

Conducts legal research, conferring with colleagues with specialty in area of law to establish and verify basis for legal opinions.

As directed by CCT, serves on committees responsible for drafting and amending county personnel policies, development rules, county regulations, and other matters affecting county operations.

Drafts or approves orders, resolutions, contracts, deeds, leases, easements, right-of-way, acquisition documents, releases, and other legal instruments on behalf of CCT as a party; reviews such documents prepared by other entities and makes recommendations to CCT concerning the legality and acceptability of proposed documents. Assists CCT in land purchases, sales and leases.

Advises county officials of changes to state or federal laws affecting county operations; interprets and explains laws, rulings, and regulations to county officials and staff; assists departments to ensure compliance with all federal, state and local laws. Provides legal advice/training to CCT.

Advises CCT of public information requests, requirements of Texas Public Information Act and requirements of the Open Meetings Act. Requests Attorney General Opinions.

Remains informed of state and federal legislation and judicial decisions that might impact county government and advises CCT of changes in the law.

Attends regular and special meetings of Commissioners Court, attends meetings with County officials, employees, representatives of other governmental units, businesses, and/or the public. Communicates official plans, policies and procedures to staff and the general public.

By agreement between the CDA and CGC, secondary civil/criminal duties are performed for the CDA.

EXPERIENCE AND TRAINING

Bachelor's degree (B.A.) from four-year College or University and a Juris Doctorate degree from an accredited law school. The individual should have extensive experience in representing public entities and knowledge of the laws affecting counties, including the Open Meetings Act and Public Information Act under Chapter 551 and 552, Texas Local Government Code. Over five (5) years of experience as a practicing attorney representing public entities is preferred.

LICENSES AND CERTIFICATIONS

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. Admission to practice in Federal Court preferred, but not required if willing to obtain later.

Must pass criminal background check.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

A thorough knowledge of civil litigation and government practice.

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

Salary Depends on Experience. Starting at \$96,580.00

How to Apply: E-mail your cover letter, resume, and application to Office Manager at cda@co.kendall.tx.us. The required Kendall County Application can be found [here](#) on the Kendall County Job Openings page.

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.