



**HARRIS COUNTY**  
Human Resource & Risk Management  
Houston, TX 77002  
(713) 274-5444

<http://www.harriscountytexas.gov/hrrm>

**invites applications for the position of:**

## **Night Shift Felony #2 - Assistant District Attorney**

An Equal Opportunity Employer

**SALARY:** Depends on Qualifications

**OPENING DATE:** 04/04/18

**CLOSING DATE:** 05/04/18 11:59 PM

### **POSITION DESCRIPTION:**

The Night Shift Felony #2 - Assistant District Attorney coordinates with Law Enforcement Officers to determine whether probable cause exist.

- Routinely speaking with over 80 agencies at a rapid pace to provide guidance on probable cause.
- Determines the appropriate charges to file at Intake based on the facts presented by Law Enforcement Officers.
- Will handle all serious felonies except murder and capital murder charges.

### **REQUIREMENTS:**

- Doctor of Jurisprudence Degree.
- ***License to practice law in the State of Texas, with no disciplinary history and in good standing with the Texas State Bar.***
- Four (4) years of experience in handling criminal cases.
- Experience in investigations and the trial of criminal cases.
- Ability to provide guidance to Law Enforcement when probable cause is lacking.
- The ability to effectively communicate the Office's Position on the acceptance of charges.
- Proficient in writing search and arrest warrants, and in drafting Grand Jury subpoena requests.
- Ability to assume the role and responsibilities of the Section Chief in their absence.
- Strong litigation and trial skills.
- Possess strong verbal and written communication skills.
- Proficient using Microsoft software programs.

**NOTE:** To qualify for this position, required education, experience, knowledge and skills must be clearly stated on your application's employment history. Resumes are welcome, but **we do not use** any information provided on your resume to qualify and refer you to the Hiring Department for consideration.

**GENERAL INFORMATION:****HOURS:**

- Shift work / 4:00 p.m. - 12:00 a.m.
- Will be required to work nights, weekends, holidays, and during weather events.

**SALARY:**

- Based on 26 Pay Periods

**Due to a high volume of applications positions may close prior to the advertised closing date.**

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Harris County has an Employment-at-Will Policy.

Employment is contingent on passing a criminal background check.

Upon receiving a conditional Offer of Employment, all applicants are screened for the presence of illegal drugs.

To view your detailed application status, please log-in to your on-line profile by visiting:  
<https://www.governmentjobs.com/careers/harriscountytx>

1310 Prairie Street, Ste. 240  
Houston, TX 77002  
713-274-5445

Position #02859  
NIGHT SHIFT FELONY #2 - ASSISTANT DISTRICT  
ATTORNEY  
DC

[employment@bmd.hctx.net](mailto:employment@bmd.hctx.net)

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**Night Shift Felony #2 - Assistant District Attorney Supplemental Questionnaire**

- \* 1. Do you have a Juris Doctorate degree from an accredited law school?  
 Yes  
 No
- \* 2. Please provide the name and location of the law school you attended and date of graduation. If you do not have a Law degree, please type "None" in the space provided.
- \* 3. Are you a member of the State Bar of Texas?  
 Yes  
 No
- \* 4. If you are a member of the State Bar of Texas, please indicate jurisdiction(s) and date (s) of admission. If you do not possess a current license to practice law with the State Bar of Texas, please type "None" in the space provided.

- \* 5. Which of the following best describes your paid experience in handling criminal cases? To qualify, the required years of experience must be clearly documented on your application's employment history. DO NOT use "See Resume", resumes are not used for qualifications.
  - Less than four years
  - Four years, but less than five
  - Five years, but less than six
  - Six years, but less than seven
  - Seven or more years
  - I don't have experience in this area
- \* 6. Please describe what type of paid experience you have done in handling criminal cases. If you do not have this experience, type "none" in the space provided.
- \* 7. Do you have experience in investigations and the trial of criminal cases? To qualify, the required experience must be clearly documented on your application's employment history. DO NOT use "See Resume", resumes are not used for qualifications.
  - Yes
  - No
- \* 8. Please describe your experience with investigations and the trial of criminal cases. If you do not have this experience, type "none" in the space provided.
- \* 9. Do you have any of the following certifications? Check all that apply.
  - Board Certification in Criminal Law by the Texas Board of Legal Specialization
  - Board Certification in Juvenile Law by the Texas Board of Legal Specialization
  - None of the above
- \* 10. This is a shift position, if hired, working hours will be from 4:00 pm to 12:00 am. Are you willing to work the hours assigned?
  - Yes, I understand my shift will be 4:00 pm to 12:00 am.
  - No, this shift will not work for me
- \* Required Question