



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

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

invites applications for the position of:

Probable Cause (PC) Chief - Assistant District Attorney

An Equal Opportunity Employer

SALARY: Depends on Qualifications

OPENING DATE: 04/06/18

CLOSING DATE: 05/06/18 11:59 PM

POSITION DESCRIPTION:

The Probable Cause (PC) Chief - Assistant District Attorney position will be responsible for preparing the cases for presentation to the Magistrate which includes:

- Ensures cases are plead and enhanced correctly.
- Prepares and completes MOEPs when necessary.
- Reviews bond recommendations prior to them being presented to the Magistrate.
- Responsible for the file when it goes before the Magistrate.
- Reviews the work product of subordinate attorneys and provides them with feedback direction and instruction.

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.***
- Five (5) years of experience practicing criminal law.
- Working knowledge of the criminal court system.
- Ability to review subordinates work product for accuracy and completion.
- Possess strong written and verbal 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.

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 #02858
PROBABLE CAUSE (PC) CHIEF - ASSISTANT
DISTRICT ATTORNEY
DC

employment@bmd.hctx.net

Probable Cause (PC) Chief - 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 practicing criminal law? 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 five years
- Five years, but less than six
- Six years, but less than seven
- Seven years, but less than eight
- Eight years or more
- I don't have experience in this area

* 6. Please describe your paid experience and the type of work you performed in practicing criminal law. If you do not have this experience, type "none" in the space provided.

* 7. Do you have any of the following certifications?

- 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

* 8. 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