
Travis County invites applications for the position of Civil Attorney II-VI.

SALARY: Depends on Qualifications

OPENING DATE:

CLOSING DATE:

JOB SUMMARY:

Practices civil law for Texas County or District government. Provides direct representation of Child Protective Services (CPS) in court legal cases. Knowledge and experience in the area of Family law and civil litigation. The position interacts routinely with caseworkers, supervisors, program directors and program administrators, as well as agency attorneys, opposing counsel, judges, agency (CPS) clients, witnesses, community professionals, and expert witnesses.

DUTIES AND RESPONSIBILITIES:

- Screens and reviews cases to determine legal and factual sufficiency.
- Prepares cases for docket, contested hearings, and trial. Performs legal research.
- Prepares briefs, motions, orders, subpoenas and other legal documents, as well as correspondence and reports.
- Work collaboratively with other attorneys in the DA's office, often covering hearings, mediation and even trial for co-workers.
- Negotiate on behalf of CPS, in mediation and otherwise.
- Performs other related duties as assigned.
- Maintain contact with CPS, responding to requests and staffing cases when appropriate.

MINIMUM REQUIREMENTS:

Education and Experience:

J.D./LL.B. from an accredited law school.

Licenses, Registrations, Certifications, or Special Requirements:

Licensed to practice law in the State of Texas.

Knowledge, Skills, and Abilities:

Knowledge of:

- Jurisprudence, family, criminal and civil law and procedures, including constitutional and statutory law.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Methods and practices of pleading cases and of effective techniques for presentation of cases in court or to effectively present facts and precedents verbally and in writing in law related matters.
- Policies, practices, procedures and legal terminology related to court system.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

- Business letter writing, grammar and punctuation, and report preparation.

Skill in:

- Problem-solving and decision-making.
- Analyzing and appraising facts, policies, procedures and legal precedents in area of specialty.
- Both verbal and written communication, including presentations.

Ability to:

- Conduct legal research and analysis, both manually and electronically.
- Present facts, precedents and arguments verbally and in writing and apply negotiation skills.
- Communicate effectively, both verbally and in writing.
- Work independently as well as with a team.
- Manage time well and perform multiple tasks, and organize diverse activities.
- Work well under pressure and exercise tact in trying situations.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, and the general public.

WORK ENVIRONMENT & OTHER INFORMATION:

Physical requirements include the ability to lift/carry up to 25 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions.

This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.

Work Hours: 8:00 AM to 5:00 PM; Monday through Friday

Department: District Attorney

Location: 416 W. 11th Street, Austin, Tx.

Criminal and Employment Background Check Required.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.traviscountyjobs.org>

Position #
ATTORNEY II-VI
DK

OUR OFFICE IS LOCATED AT:
700 Lavaca Street, Suite 420
Austin, TX 78701
512-854-9165
