|  |  |  |
| --- | --- | --- |
|

|  |  |
| --- | --- |
| http://agency.governmentjobs.com/images/AgencyImages/travis%20county.gif | **TRAVIS COUNTY****invites applications for the position of:** **Attorney II - Attorney VI** |

 |
|

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SALARY:** Depends on Qualifications

|  |
| --- |
|  |

|  |
| --- |
| **OPENING DATE:**  |
|   |
| **CLOSING DATE:**  |
|   |
| **JOB SUMMARY:**  |
| Practices civil or criminal law for Texas County or District government.**DISTINGUISHING CHARACTERISTICS:**This classification handles cases and matters that are the most complex and that may result in moderately severe consequences without supervision and handles cases and matters that may result in the most severe consequences with supervision.**Multiple positions available!** **Minorities are strongly encouraged to apply.** |
|   |
| **DUTIES AND RESPONSIBILITIES:** |
| * Performs legal research. Searches resources and studies legal records and documents to obtain information applicable to case or issue under consideration.
* Drafts briefs, motions, orders, subpoenas, contracts and other legal documents, as well as correspondence and reports.
* Takes depositions and responds to discovery requests. Oversees the creation and issuance of legal documents, including subpoenas, motions, orders, writs, warrants, contracts, official policies and other related documents. Represents the State at docket calls.
* Prepares cases for trial. Collects, organizes and prepares evidence, information and other legal materials.
* Performs other job-related duties as assigned.
 |
|   |
| **MINIMUM REQUIREMENTS:**  |
| **Education and Experience:**J.D./LL.B. from an accredited law school AND at least two (2) year licensed attorney work experience. Felony experience preferred.**Licenses, Registrations, Certifications, or Special Requirements:**Licensed to practice law in the State of Texas.**Knowledge, Skills, and Abilities:****Knowledge of:*** Jurisprudence, 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.
* 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 FridayDepartment: District AttorneyLocation: 416 W. 11th Street, AustinCriminal, Education and Employment Background Check Required.  |

 |
|

|  |  |
| --- | --- |
| APPLICATIONS MAY BE FILED ONLINE AT: [http://www.traviscountyjobs.org](http://www.traviscountyjobs.org/)  | ATTORNEY II - ATTORNEY VI   |

 |

|  |  |
| --- | --- |
|  |  |
|  |

 |