

**CASS COUNTY, TEXAS  
POSITION VACANCY  
PLEASE POST**

<b>Job Title:</b> Assistant Criminal District Attorney		<b>Job Announcement Number:</b> DA 22-0002	
<b>Department:</b>  District Attorney	<b>Salary:</b>  \$65,000 (negotiable based on experience)	<b>Position Type:</b>  Full Time: <input checked="" type="checkbox"/> Part Time: <input type="checkbox"/> Temporary: <input type="checkbox"/>	

**POSITION DESCRIPTION**

**Summary Statement of Work Performed:** The Assistant Criminal District Attorney (ADA) will prosecute felony and misdemeanor cases assigned to the County Court at Law of Cass County, Texas. He/she will be responsible for receiving and reviewing new cases and preparing those cases for filing, either as a misdemeanor or felony. For felony cases, he/she will prepare indictments and present such cases to the grand jury. The ADA will be in charge of all pleadings and correspondence necessary for discovery and trial, or rejection and dismissal of such cases.

In addition to the above primary duties, the ADA is responsible for responding to and litigating all requests for occupational licenses, should they be opposed.

Lastly, the ADA may occasionally be required to fill in for the other attorneys in the office in handling mental commitments, hearings before the JP courts (including class C misdemeanor cases and bond hearings), juvenile cases, CPS Court, and/or Drug Court.

**POSITION SPECIFICATIONS**

**Qualifications/Education:**

- Bachelor's degree from a four-year college or university
- Juris Doctorate from an accredited law school
- Currently licensed to practice law in the State of Texas and in good standing with the State Bar of Texas (Recent law school graduates awaiting Texas bar results may apply – employment will be conditioned on passing the bar)

**Personal Job-Related Skills:** Position requires a candidate capable of exercising sound legal and personal judgment, excellent analytical, communication, negotiation, and organizational skills.

**Licensure, Registry or Certification:** As stated above

**Experience:**

1. **Prior Work Experience:** Prosecutorial and trial experience a definite plus, but not required.
2. **Technical Training:** Should be proficient in MS Word, Excel, Powerpoint

**Physical and Mental Requirements:**

The individual should possess a thorough working knowledge of law enforcement and court procedures and practices. Must complete and pass a criminal background check and drug screen.

**SALARY & BENEFITS**

The salary for the Assistant CDA position is \$65,000 (negotiable depending on applicant's experience)

Benefits provided by the county include:

- Paid sick leave and PTO
- Health insurance paid by county for the employee
- Work cell phone

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- Travel reimbursement
- Competitive retirement package with employer matching
- State Bar dues paid by employer
- CLE and all trainings paid for by employer

<b>WHERE TO OBTAIN APPLICATION</b>	<b>HOW TO APPLY</b>
<p style="text-align: center;">Website: <a href="http://www.co.cass.tx.us">www.co.cass.tx.us</a>; County Offices → Treasurer</p> <p style="text-align: center;">OR</p> <p style="text-align: center;">Contact: Cass County Treasurer PO Box 152- Linden, TX 75563 2<sup>nd</sup> Floor, Cass County Law Enforcement &amp; Justice Center</p>	<p style="text-align: center;">Send completed <u>application</u> along with <u>resume</u> to:</p> <p style="text-align: center;">Courtney Shelton Cass County Criminal District Attorney</p> <p style="text-align: center;">Via:</p> <p style="text-align: center;">Email: <a href="mailto:c.shelton@casscountytexas.org">c.shelton@casscountytexas.org</a> or Fax: (903) 756-3210</p>
<p style="text-align: center;"><b>THE CASS COUNTY CRIMINAL DISTRICT ATTORNEY’S OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER</b></p> <p style="text-align: center;">Auxiliary aids and services are available upon request to individuals with disabilities.</p>	<p style="text-align: center;"><b>POSITION AVAILABLE APRIL 4, 2022</b></p>