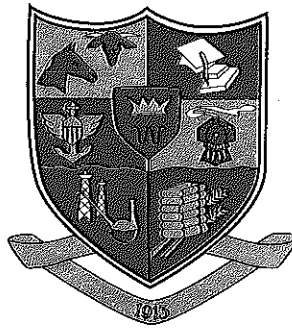


JOHN T. HUBERT
DISTRICT ATTORNEY

(361) 595-8544/8545
FAX (361) 595-8522



KLEBERG & KENEDY COUNTIES

KLEBERG COUNTY COURTHOUSE
P.O. Box 1471
KINGSVILLE, TEXAS 78364

COUNTY of KLEBERG
KINGSVILLE, TEXAS

Notice of Employment Opportunity

- Position:** Assistant District Attorney - BPU Grant Funded
- Salary:** Up to \$82,425.
- Job Description:**
- Handle all felony border-related cases from investigation, grand jury, writs, motions, jury and non- jury trials, to appeals
 - Manage all aspects of the BPU Grant
 - Prepare/manage training for local law enforcement
 - Perform legal research for felony criminal prosecution.
 - Screen felony criminal cases.
 - Advise law enforcement on criminal investigations and other legal issues.
 - Conduct legal research on unusual criminal cases.
 - Confer with law enforcement agencies, victims and witnesses in regards to felony criminal cases.
 - Respond to correspondence from persons requesting information from the District Attorney's Office.
 - Read and keep current on all current law changes.
 - Visit crime scenes when necessary.
 - Draft and prepare search warrants for law enforcement.
 - Assist clerical staff as needed.
 - Compile statistical reports and/or utilize the computer to process, retrieve and disseminate information.
 - Perform other duties as may be assigned.
 - Be present in the office at least 8-5 unless working on assignment.
 - Will be "on call" 24 hrs / day, 365 days a year.
 - Handle civil/criminal trials/appeals as necessary.
 - Attend BPU training.
- Required Qualifications:** J.D or L.L.B. degree from an accredited law school.
Licensed to practice law in Texas.
- Preferred Qualifications:** At least 3 years of work experience as an attorney.
Ability to read and write Spanish.
- Work to Begin:** ASAP

Application Deadline: Open until filled

Qualified individuals may apply by submitting a resume to the Kleberg County District Attorney's Office. Recommendations accepted, but not required.

Kleberg County is an Equal Opportunity Employer.

All employees are expected to conform to the employment policies of Kleberg County and the District Attorney's Office.