



Mark P. Haby
38th Judicial District Attorney
Medina, Real and Uvalde Counties

Employment Opportunity Posting

POSITION: Assistant District Attorney
SALARY: Up to \$85,000.00 plus benefits.
LOCATION: Hondo, Texas

Bar dues, training and county benefits provided by the Department

Start Date: October 1, 2020

POSITION PURPOSE AND OBJECTIVES:

The 38TH Judicial District Attorney's Office currently consists of Medina, Uvalde and Real counties. This position will office in Hondo, Texas located thirty minutes West of San Antonio. This position requires a thorough knowledge of all phases of criminal prosecution and law enforcement procedures; is responsible for the prosecution of adult felony offenders in the District Courts; and adult misdemeanor offenders in the County Court at Law; will assist in the handling of juvenile cases; has daily contact with the public and is responsible for assisting the District Attorney with trying cases and handling all criminal law matters.

ESSENTIAL DUTIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Duties include the following:

1. Prepare for pre-trial and post-conviction hearings (motions for discovery, motions to suppress evidence, motions to revoke probation, etc.),
2. Perform legal research and writing, prepare for and conduct trials (bench or jury),
3. Prepare and evaluate cases daily. Ensure adequate investigation of cases. Apply the law to facts.
4. Perform witness interviews; contact victims; and contact law enforcement agency personnel.
5. Maintain up-to-date knowledge of the law.
6. Obtain convictions and appropriate punishment according to current law.

7. Screen incoming case reports from local agencies and present selected cases to the Grand Jury.
8. Attendance is an essential function of the job. Monday through Friday, 8AM to 5PM.
9. The assistant will be responsible for ensuring policies and procedures set forth by the Elected DA are adhered to.

Note: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position and is assigned by the supervisor.

QUALIFICATIONS:

- Licensed to practice law in Texas.
- Extensive experience in felony and misdemeanor criminal prosecution is required.
- Extensive felony trial experience required.
- Experience in capital murder prosecution preferred.
- Experience in Juvenile law is required.
- Law enforcement experience preferred.
- Ability to assist law enforcement with active criminal investigations.
- Ability to write search warrants.
- Knowledge of personal computers.
- Knowledge of Microsoft Excel.
- Must be self-motivated and willing to make decisions and work unsupervised.

Please send cover letter, résumé, references, application
and background check

vicki.springer@38thda.org.