



MARK P. HABY

Medina County Criminal District Attorney

Employment Opportunity Posting

POSITION: Assistant District Attorney -CCL/JP Courts

SALARY: Up to \$73,000.00 plus benefits.

LOCATION: Medina Criminal District Attorney's Office
1403 Avenue N, Hondo, Texas

Bar dues, training and county benefits provided by the Medina County Criminal District Attorney Office.

Start Date: August 1, 2022

POSITION PURPOSE AND OBJECTIVES:

The Medina County Criminal District Attorney is located 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 misdemeanor and Class C tickets in the County Court at Law and Justice of the Peace Courts; 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. Attend all JP and CCL Dockets.
7. Review incoming case reports from local agencies and prepare/File Information with the County Clerk's Office.
8. Contact Victims to inform/discuss plea offer.
9. Be responsive to emails, phone calls and return messages within a 24-hour period.
10. Attendance is an essential function of the job. Monday through Friday, 8AM to 5PM.
11. 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 or ability to get a 3rd year bar card pending bar results.
- Bi-lingual (English/Spanish) is a requirement for this position.
- Experience in criminal prosecution is required.
- 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, and references to
Julie.solis@medinatx.org