

The Waller County Criminal District Attorney's Office is accepting applications for the position of Assistant District Attorney (Civil Division Attorney) / Associate General Counsel. As a Criminal District Attorney's Office, we fill both the district and county attorney roles under Texas law. Waller County is part of the Greater Houston area, is the fastest growing county in Texas, and the second-fastest growing county in the Nation. With our supportive commissioner's court, our office is always expanding. Due to our office's rapid growth, there is potential for quick advancement or specialization as we rapidly grow from a county of approximately 70,000 to well over 250,000 by 2030. Attorneys are not required to live in Waller County.

Our office is located in Hempstead near the intersection of US290 and Highway 6, just under an hour's drive to nearby Houston or Bryan/College Station. Nearby communities within a half hour from the office include Magnolia, Navasota, Katy, Cypress, Brenham and Bryan/College Station. The Civil Division provides legal counsel to elected officials and department heads, represents Waller County and the State of Texas in a variety of contested civil cases, and drafts and reviews policies, ordinances, and contracts.

The position is available immediately until filled.

**Salary:** up to \$120,000 depending on qualifications

**Primary responsibilities of the Civil Division:**

- Advising County officials and staff
- Drafting and reviewing contracts, policies, and other documents
- Reviewing and advising on various County regulations, including regulations for subdivisions, platting, environmental, drainage, 911 addressing, and fire codes
- Asset forfeiture cases
- Expunction and nondisclosure cases
- Animal seizure cases
- Mass gatherings
- Advising on HR issues
- Public information requests
- Environmental civil enforcement

**Areas of practice include:**

- Government law
- Contracts and transactional law
- Employment law
- Constitutional law
- Real estate law
- Construction law

**Job requirements:**

- J.D. from an accredited law school
- Licensed to practice law in Texas and in good standing with the State Bar of Texas

- Valid driver's license
- Must be able to pass a background check
- Strong attention to detail
- Strong verbal and written communication skills
- Strong research skills
- Strong interpersonal skills and ability to effectively engage with colleagues, elected officials and department heads, court staff, and the public

**Preferred qualifications:**

- Experience with government law in Texas
- Experience in civil litigation

**Benefits:**

- State bar dues paid by employer
- Approved CLE paid by employer
- Partial work from home options available after successful completion of a probationary period
- 15 paid County holidays per year
- Approximately 96 hours of sick leave accrual per year
- Approximately 80 – 120 hours of vacation leave accrual per year based on years of service
- Health insurance through BlueCross BlueShield of Texas
- Membership in the Texas Association of Counties (TAC) Health & Employee Benefits Pool
- Membership in the Texas County & District Retirement System (TCDRS)
- County and State longevity pay after 2 and 4 years of service, respectively

Applicants must submit a cover letter, resume, list of at least 3 references, and a County employment application to Sean Whittmore at [s.whittmore@wallercounty.us](mailto:s.whittmore@wallercounty.us). Please submit all application documents in one email.

The County employment application can be found at:  
<https://www.co.waller.tx.us/page/Employment.Opps>

**Not all applicants will be interviewed or contacted. Waller County is an equal opportunity employer.**