

The Waller County Criminal District Attorney's Office is accepting applications for the position of Assistant District Attorney in the Civil Division. Waller County is part of the Greater Houston area and is one of the fastest growing counties in Texas. 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 \$80,000 depending on qualifications

**Primary duties for this position include:**

- Asset forfeiture cases
- Public information requests
- Expunction and nondisclosure cases
- Animal seizure cases
- Mass gatherings
- Bond forfeitures
- Environmental civil enforcement

**Areas of practice include:**

- Government law
- Contracts and transactional law
- Real estate law
- Employment law
- Constitutional 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 civil law in Texas

**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 Elizabeth Dorsey at [e.dorsey@wallercounty.us](mailto:e.dorsey@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.**