

The Waller County Criminal District Attorney's Office is accepting applications for the position of Assistant District Attorney in the Misdemeanor Division. Waller County is part of the Greater Houston area and is one of the fastest growing counties in Texas. Our office located approximately one hour northwest of Downtown Houston, nearly halfway between Houston and Bryan/College Station. Nearby communities include Magnolia, Navasota, Katy, Cypress, Brenham and Bryan/College Station. Responsibilities for this position will primarily be prosecution of criminal offenses in the County Courts at Law. The position is available immediately until filled.

Salary: \$90,000 or more depending on qualifications.

Primary duties for this position include:

- All aspects of prosecution of Class A and B misdemeanor criminal offenses, including case screening, preparation of pleadings, motions, affidavits, and warrants
- Representation of the State of Texas in pretrial proceedings, as well as in criminal bench and jury trials
- Prosecution of misdemeanor and felony juvenile cases
- Prosecution of Class C misdemeanor offenses in the Justice of the Peace courts
- Other duties as assigned by the District Attorney or First Assistant District Attorney

Areas of practice include:

- Criminal law
- Juvenile law
- Appellate law

Job requirements:

- J.D. from an American Bar Association 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 legal research and writing skills
- Strong interpersonal skills and the ability to effectively engage with colleagues, elected officials and department heads, court staff, and the public
- Strong desire to seek justice, especially in victim cases
- Interest in trial work

Preferred qualifications:

- Knowledge and experience with Texas criminal law, criminal procedure and the rules of evidence.

Benefits:

- State bar dues paid by employer
- Approved CLE paid by employer
- Limited Remote work (1 day per week) 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. 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.