

COUNTY OF POTTER
EMPLOYMENT OPPORTUNITIES

AN EQUAL OPPORTUNITY EMPLOYER

The County of Potter needs qualified individuals to fill the following position. If you are interested and feel that you are qualified or if you know someone who might be qualified for this position, **submit application, resume and references to the Human Resource Department, Room #705 of the Santa Fe Building, 900 S. Polk., Amarillo, TX 79101.** Applicants will be interviewed only if they meet the necessary requirements and qualifications for the following:

JOB TITLE **ASSISTANT DISTRICT ATTORNEY**

JOB DESCRIPTION: Under general direction from the elected 47th District Attorney, this position represents the State in all matters handled by the 47th District Attorney Office. Screens, files and Prosecutes felony crimes; handles assigned cases from intake through appeal. Evaluates cases for filing or presentation to the grand jury by reviewing police incident and investigative reports, examining physical evidence and crime scenes, interviewing witnesses, surveying criminal histories, directing additional investigation when necessary, and drafting charging instruments. Counsels and discusses cases with probation officers, law enforcement officials, victims, and witnesses. Handles all necessary pre-trial matters including plea-bargain/sentencing negotiations and evidentiary/suppression hearings. Prepares cases for trial by issuing subpoenas, preparing witnesses, manufacturing trial exhibits, filing all necessary motions and notices, and generating trial strategies. Conducts trial of cases to a jury or to the bench by selecting jury panels, presenting evidence, cross-examining opposing witnesses, and making legal arguments. Handles appeals by reviewing court transcripts, assessing all relevant legal issues, conducting legal research, preparing briefs, and presenting oral arguments to the Court of Appeals if necessary. Provides training for law enforcement agencies and advocate groups. Gives lectures to law enforcement, community groups and civic organizations. Responds to citizen inquiries regarding legal issues and current cases.

SKILLS REQUIRED: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of bond forfeitures and asset seizures and forfeitures
- Knowledge of the methods, practices, and courtroom procedures involved in civil and criminal matters
- Knowledge of relevant criminal and civil laws including statutes, rules of evidence, case law and appellate procedures
- Knowledge of the general principles of criminal case administration and methods of criminal justice practice
- Knowledge of Potter County 47th District Attorney's office regulations, policies, and procedures Knowledge of the general methodologies and practices employed by Potter County law enforcement agencies
- Skill in reviewing and interpreting complex legal issues
- Skill in screening and preparing cases for filing or presentation to a grand jury

- Skill in prosecuting both misdemeanor and felony cases
- Skill in preparing and presenting cases for appellate review Skill in managing a mixed civil and criminal caseload
- Skill in establishing and maintaining effective working relationships with supervisors, co-workers, other law enforcement agencies and the public
- Attends and participates in law enforcement TLETS training and annual continuing legal education as required by the State of Texas.

EDUCATION AND EXPERIENCE: Juris Doctorate from an accredited law school.
Must have license to practice law in the State of Texas and be in good standing with the State Bar of Texas.

STARTING SALARY: \$68,000 depending on experience, coverage under the Potter County Health Plan for employees and eligible dependents is available. State Bar dues, (from the time of hire forward), CLE and membership in TDCAA will be paid by the 47th District Attorney’s Office for the selected candidate.

PHYSICAL ACTIVITIES REQUIRED: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is regularly required to talk and hear.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee usually works in a normal office setting or in a courtroom setting. The employee must interview and prosecute criminals, and is occasionally exposed to health or physical hazards.

Applicants should anticipate a complete and thorough background investigation and review of any criminal history. Candidates selected for an interview will be notified by phone or mail and be required to travel to Amarillo for a face to face interview. **Travel expenses for required interview cannot be reimbursed.**

Interested candidates may also submit a Potter County employment application (accessible at www.co.potter.tx.us) and forward said application, letter of interest, resume, and references to:

Potter County Human Resources Department
900 S. Polk Street, Suite 705
Amarillo, Texas 79101
E-mail: terrirobertson@co.potter.tx.us

APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED

POTTER COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISIONS OF SERVICES.

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COUNTY OF POTTER
EMPLOYMENT OPPORTUNITIES
CENTRAL PERSONNEL

AN EQUAL OPPORTUNITY EMPLOYER

The County of Potter needs qualified individuals to fill the following positions. If you are interested in a position and feel that you are qualified or if you know someone who might be qualified for this position, contact the Personnel Department, 7th Floor, Room 705, of the Santa Fe Building, 900 S. Polk. The decision to interview an applicant is made at the sole discretion of the department head or elected official in whose department the opening exists. The following requirement and qualifications are necessary to apply for the position:

JOB TITLE

TECHNICIAN I

JOB REQUIREMENTS: Knowledge and two (2) years experience in commercial building repairs, HVAC, boiler operation, maintenance, and preventive maintenance, full construction knowledge helpful.

JOB DESCRIPTION: Perform duties pertaining to commercial building repairs, HVAC, boiler operation, preventive maintenance and construction, etc.
Six (6) months introductory period of employment.
APPROVED PERSONAL HAND TOOLS REQUIRED.

JOB DUTIES: Perform work duties in job preparations, electrical, plumbing, preventive maintenance, construction, and HVAC. Computer knowledge required. Make proper decisions and evaluate work to be performed. Establish & maintain safety welfare of all county facilities, etc.

EQUIPMENT USED: All power tools, hand tools, plumbing-sewer machine, extension ladder, scaffold, conventional spray equipment, electrical, HVAC, etc, but not limited to.

REQUIRED: VALID TEXAS DRIVERS LICENSE – In good standing, driving record will be verified.
High School Education Required.

WORK HOURS: 7:30 AM TO 4:00 PM, MONDAY - FRIDAY OR
7:00 AM TO 3:30 PM, MONDAY - FRIDAY
Emergency after hour response, on call duty, and open early duty.

OFF DUTY HOURS: Mandatory On-call schedule required (weekends & holidays), emergency response required.

PHYSICAL ACTIVITIES REQUIRED: Including but not limited to: Bending, Carrying, Cleaning, Crouching, Climbing, Cutting, Kneeling, Lifting 40 lbs. and over, Digging, Drilling, Handling, Arm and Leg movements
Hearing, Holding, Repairing, Reading, Installing, Sitting, Walking, Squatting, Turning, Unloading, Stooping, Climbing, Crawling, Standing, Driving, Continuous Arm movements.

STARTING SALARY: \$33,633.36 Annually DOE

APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED

A BACKGROUND INVESTIGATION, INCLUDING A REVIEW OF CRIMINAL HISTORY INFORMATION, MAY BE CONDUCTED AS ALLOWED BY LAW

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JOB TITLE **CUSTODIAN I - NIGHTS**

SKILLS REQUIRED:

High School Diploma or GED required.
Minimum of two (2) years commercial custodial experience.
Physically capable of performing - heavy vacuuming, mopping,
Floor care, cleaning during a regular (8) hour shift.
Knowledge of chemical cleaning agents, their use and precautions
needed in their handling.
Knowledge in all phases of custodial work: complete floor care,
Polishing brass and metals, window cleaning.
Ability to take instructions and follow through to conclusion.
Ability to work congenially with others and public.
Familiar with life safety codes.
Extreme physical activities may be required.
Stocking supplies.

JOB DESCRIPTION: As described but not limited to, perform commercial custodial duties
in all county facilities, floor care, clean restrooms, emergency response,
empty trash, maintain auditorium and lease areas, perform work in county
facilities as scheduled, stocking supplies.

EQUIPMENT USED: Commercial vacuums, mops, ladders, extractors, shampooing,
Buffers, cleaning carts, chemical management systems, dusters.

WORK HOURS: 4:30 P.M. TO 1:00 A.M. Monday through Friday
After hours emergency on call response required
Six (6) months introductory period of employment

LICENSE REQUIRED: CURRENT TEXAS DRIVERS LICENSE IN GOOD STANDING, WILL BE
VERIFIED

**PHYSICAL
ACTIVITIES
REQUIRED:** Including but not limited to: Bending, carrying, reading, cleaning,
crouching, kneeling, lifting, pouring, walking, squatting, turning,
stooping, standing, pushing, pulling, sitting, twisting, reaching, repetitive motion,
hearing, holding, unloading/loading, climbing, crawling, and capability of heavy lifting.

STARTING SALARY: \$29,183.28 per year DOE

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